



SYSTEM OF ACCOUNTABILITY
FOR
CLOTHING, ARMS, ACCOUTREMENTS
AND OTHER PUBLIC PROPERTY
OF THE
UNITED STATES MARINE CORPS

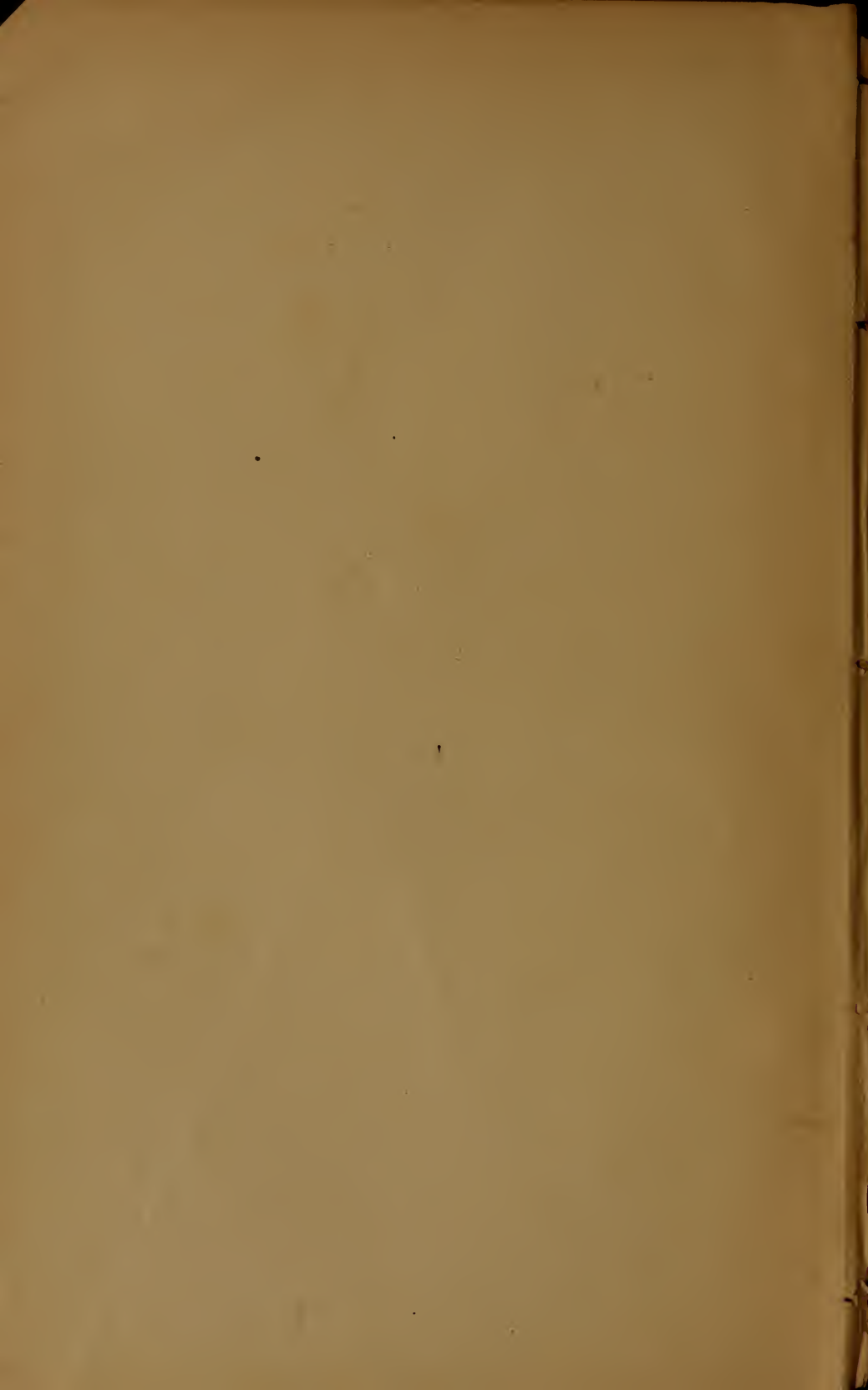
Captain Richard Bulluck
U. S. Marines.

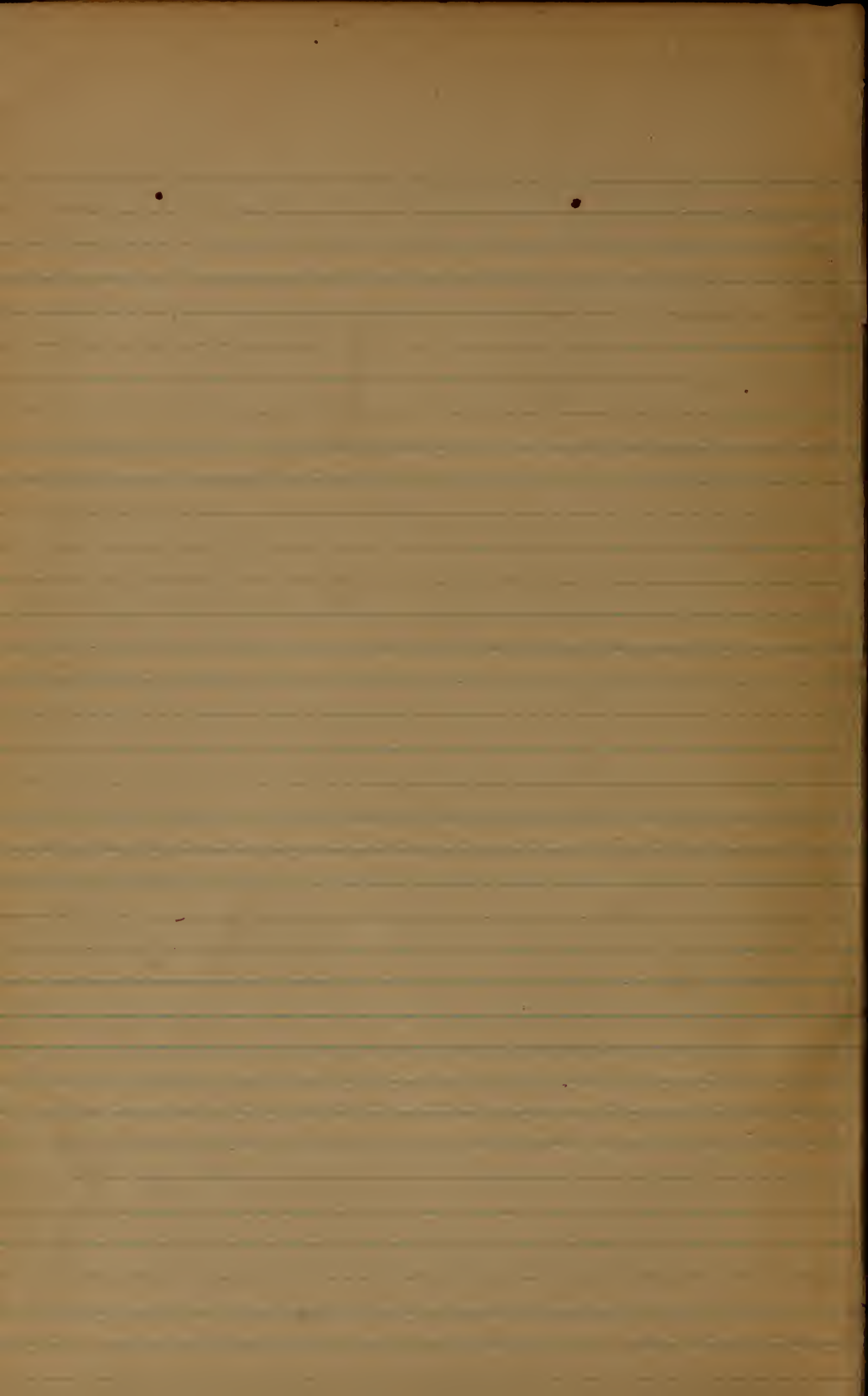
1892

INSTRUCTIONS
RELATING TO THE
SYSTEM OF ACCOUNTABILITY
FOR
CLOTHING, ARMS, ACCOUTREMENTS,
AND
OTHER PUBLIC PROPERTY OF THE UNITED STATES MARINE CORPS:
INCLUDING
DIRECTIONS IN THE PREPARATION OF RETURNS,
VOUCHERS, AND ACCOUNTS

PREPARED UNDER THE SUPERVISION OF THE QUARTERMASTER
OF THE CORPS.

WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1891.





LETTER OF SUBMITTAL.

HEADQUARTERS U. S. MARINE CORPS,
QUARTERMASTER'S OFFICE,
Washington, D. C., November 19, 1889.

SIR: I have the honor to submit to the Department the importance of reprinting with necessary changes the instructions relating to the "system of accountability for clothing, arms, and accoutrements of the U. S. Marine Corps," published by authority of the Department, December, 1875.

The edition of these instructions is entirely exhausted, and its subject-matter has in many instances become obsolete or unreliable, owing to certain changes promulgated at different times by special or general orders, by direction of the Secretary of the Navy, or the Treasury Department.

The work has, at the request of this office, been carefully revised by Capt. D. Pratt Mannix, U. S. Marine Corps, by whom it was originally prepared, and made to conform with the laws, orders, and regulations governing the subject.

I inclose a copy of the edition published in 1875, by authority of the Department. A comparison of the proposed revision with it will show all changes and modifications recommended to be made. The "revision" has received the approval of the Second Comptroller of the Treasury, and it is now submitted with the request that, if it meets with the approval of the Department, it may be issued under its authority and the printing of it ordered.

Very respectfully, your obedient servant,

H. B. LOWRY,

Major and Quartermaster, U. S. Marine Corps.

Hon. B. F. TRACY,

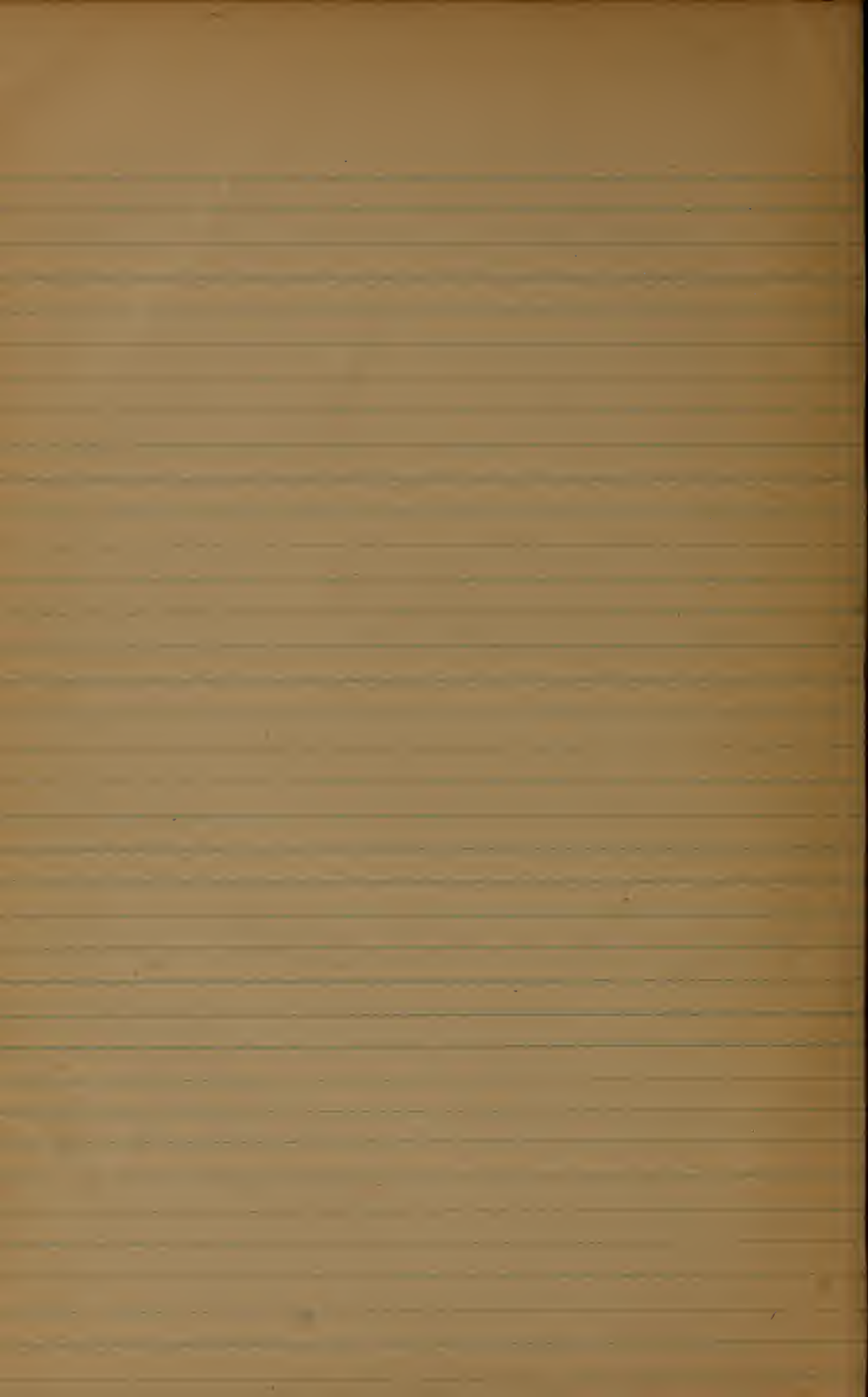
Secretary of the Navy

Forwarded, approved:

C. G. MCCAWLEY,

Colonel Commandant, U. S. Marine Corps.





NAVY DEPARTMENT,
Washington, May 4, 1891.

SIR: The Department is in receipt of your communication of the 28th ultimo, inclosing the proof sheets of the "Instructions relating to the system of accountability for clothing, arms, accoutrements, and other public property of the U. S. Marine Corps" which were referred to you by the Department under date of February 14 last, with directions to revise the same and submit them to the Second Comptroller of the Treasury for examination. It appearing from your communication and the letter of the quartermaster of the Marine Corps which accompanied it, that the "Instructions" referred to have been revised by a board of officers appointed by you; that you approve the same and recommend that they be adopted, and that they are also recommended by the Second Comptroller for approval, the said "Instructions" are approved by the Department.

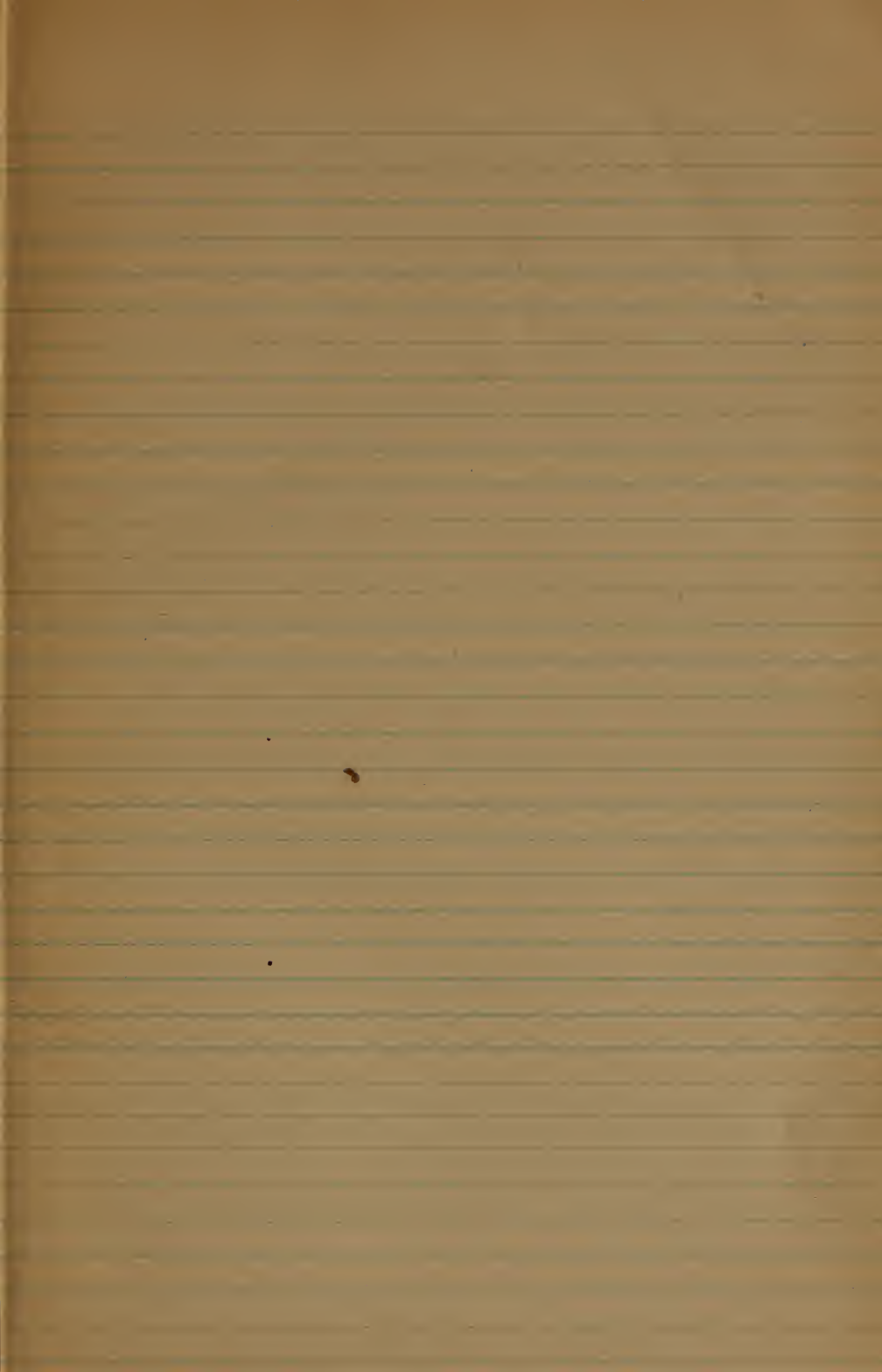
The proof sheets are herewith returned.

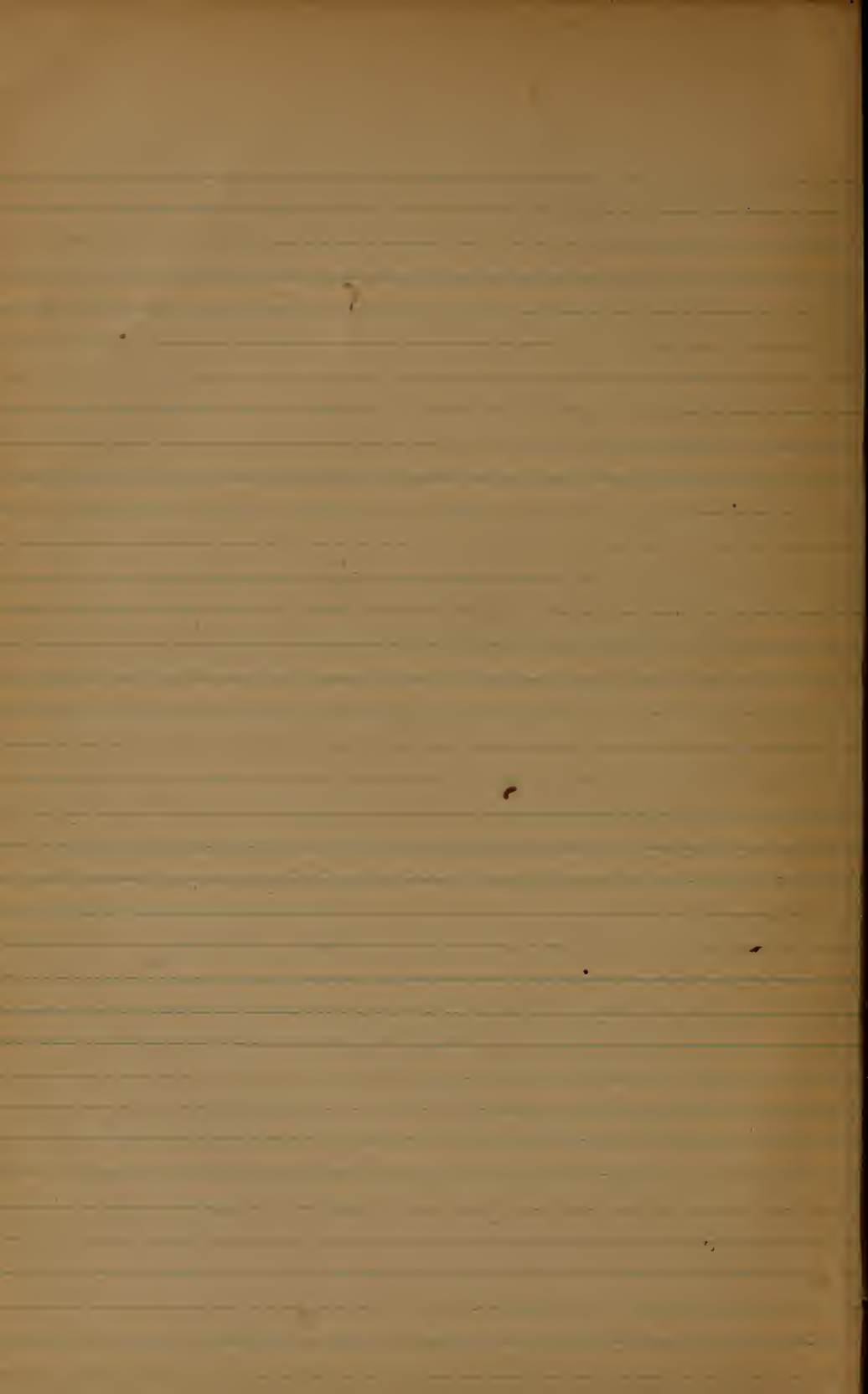
Very respectfully,

B. F. TRACY,
Secretary of the Navy.

The COMMANDANT U. S. MARINE CORPS,
Headquarters, Washington, D. C.

Officers and non-commissioned officers in charge of clothing receiving a copy of these instructions will take it up on their next quarterly returns of clothing, where it will be accounted for like other property.





CONTENTS.

ACCOUNTABILITY.

	Par.
Quartermaster's office	1
Provides clothing and other stores	2
Custody of clothing, etc	3
General responsibility	4
Cannot be delegated to assistants	5
Designating assistants	6

BARRACKS AND QUARTERS.

Under direction of the Quartermaster	7
Rooms to be numbered	8
Requisition for quarters	9
Inspection of quarters	10
Accountable for damage	11
Repairs to public buildings	12

FURNITURE ACCOUNTABILITY.

An account to be kept and articles to be marked	13
Receipts required for furniture in quarters	14
Furniture inspected when quarters are vacated	15
Reports of survey noted and new articles entered	16
An estimate of the cost of articles required to be given	17

SUPPLIES OF CLOTHING, ETC.

How obtained	18-20
Should require for sufficient to last three months	19
Quantity that may be obtained in advance	21
Requisitions submitted for approval	22
Invoices	23
Receipts	24
Quantity to be stated in words and figures	25
Arms, etc., not included with clothing	25
Supplies to be examined when received	26
When not wanted for use, and appear in good order	27
General record of receipts and distributions	28
Requisitions on foreign stations	29

Where there is a surplus	Par. 30-31
Purchases on foreign stations	32
Monthly statements of clothing, etc.	33

ISSUES TO THE MEN.

Accounts for regular issues	34
Receipts for regular issues	35
Blanket bags, etc., not to be entered on receipt-rolls	36
Enlisted men to be required to draw sufficient clothing	37
Extra clothing to be charged at first payment	38
Receipts for extra issues	39
Care regarding checkages on pay-roll	40
Price of clothing, etc., communicated annually	41
Clothing allowance continues until discharged	42
Clothing accounts of marines transferred	43
Clothing account of a marine to be discharged	44
Deserter's clothing	45

INDIVIDUAL REQUISITION AND RECEIPT BOOK.

Object of requisition-book	46
Instructions for entering requisitions	47
To be kept in blanket bags	48
Losing or defacing requisition-book	49
To be taken with men when transferred	50
To be transmitted to Quartermaster on decease or desertion	51

GRATUITOUS ISSUES OF CLOTHING.

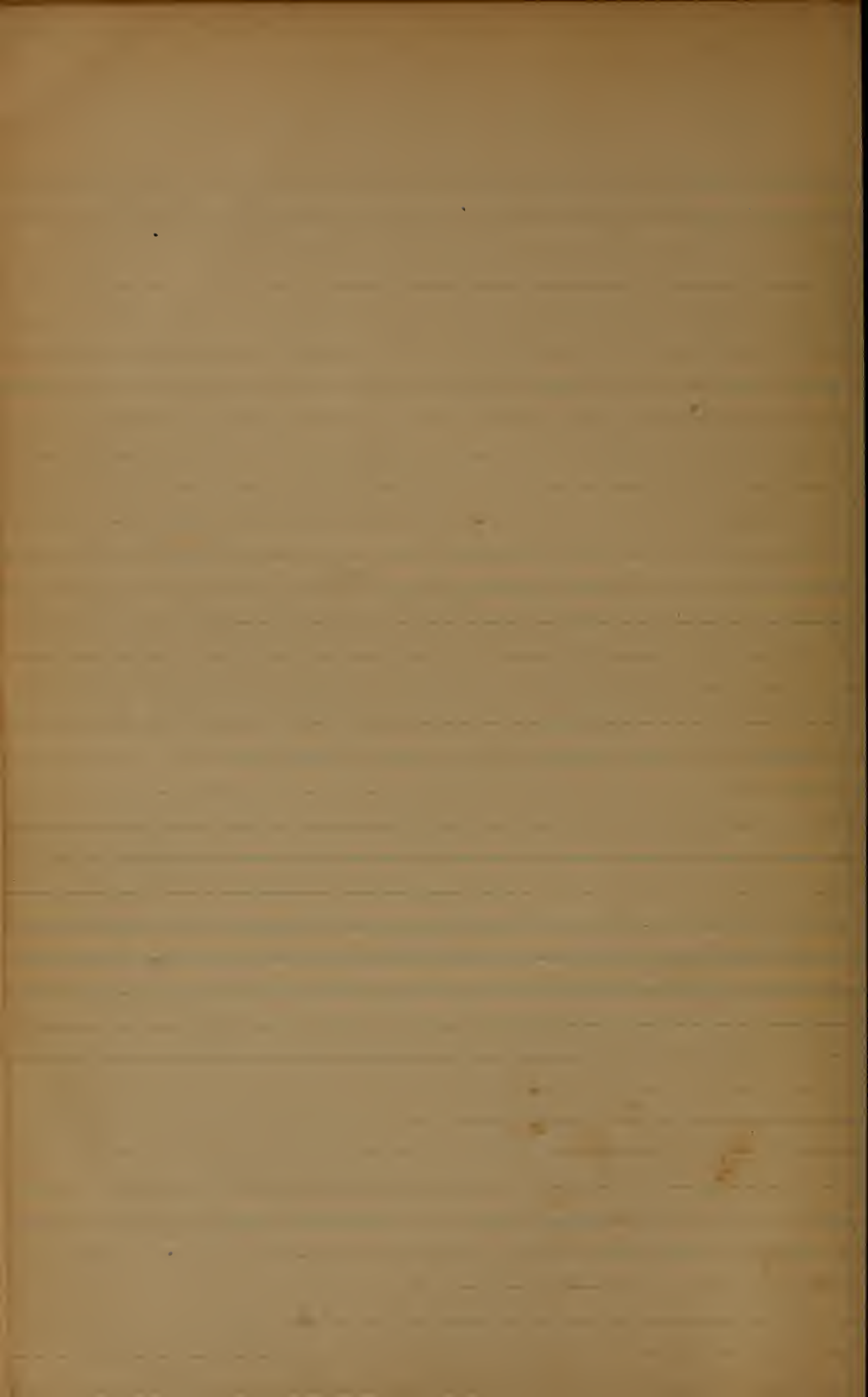
Issues to prisoners	52
Clothing destroyed to prevent contagion	53
Where articles destroyed are not enumerated in the order	54
When they are enumerated	55

BOARDS OF SURVEY.

Damage and deficiency	56
By whom ordered	57
Reports of survey	58
Condemned clothing to be sold	59
Not to be turned in	60
May be issued at reduced price	61
Number of copies required	62
Losses	63
Affidavits or depositions	64

CONDEMNATION OF PROPERTY.

Survey required to determine responsibility	65
Property not to be dropped until condemned	66
Disposition of condemned property	67
Sales by auction	68



ARMS AND ACCOUTREMENTS.

	Par.
Accidental loss or damage.....	69
Loss chargeable to the officer.....	70
Losses chargeable to the men	71
Charges against the pay of a man.....	72
Statement of charges for loss or damage.....	73
Articles taken by deserters to be charged	74
Price-list of Springfield rifle	75
Officers responsible for losses not charged to delinquents.....	76
Delinquents to be charged	77
Arms, etc., of marines in hospital.....	78
Repairs to arms and accoutrements.....	79
Surplus arms, etc., to be reported.....	80

CHANGE OF OFFICERS IN CHARGE OF PROPERTY.

Clothing, etc., of officer removed from its care.....	81
When relieved to turn over property	82
Inspection of property by relieving officer	83
When modified receipts are given	84
Arrest or decease of officer	85
Property of guard transferred from a vessel.....	86
On sending receipts without returns.....	87
Examination of final returns communicated.....	88

QUARTERLY RETURNS.

A return to be rendered every quarter.....	89
Accounts-current to be kept.....	90
Copies sent to Bureaus and Quartermaster.....	91
Returns made to Chief of Ordnance, U. S. Army.....	92
Returns of furniture.....	93
Object of making returns	94
Vouchers	95
One set to be retained.....	96
Returns to be made upon prescribed blanks.....	97
First return	98
Filling in the heading.....	99

DEBIT SIDE:

On hand and received.....	100
Repairs.....	101
Deserters' clothing	102
Taken up.....	103
Total to be accounted for.....	104

CREDIT SIDE:

Articles issued.....	105-110
Loss unavoidable and preventable.....	106
Expended	107
Condemned articles sold or transferred.....	108-111
Condemned articles on hand.....	109

	Par.
CREDIT SIDE—Continued.	
In use and in store.....	112
Total accounted for.....	113
Verifying the account.....	114

MISCELLANEOUS.

Signing the return.....	115
Folding receipts and statements.....	116
Receipt-rolls not to be gummed together.....	117
Folding the returns.....	118
Vouchers arranged in the order of numbers.....	119
Care in mailing returns.....	120
Letter of transmittal not required.....	121
Forwarding returns, requisitions, etc.....	122

FORAGE.

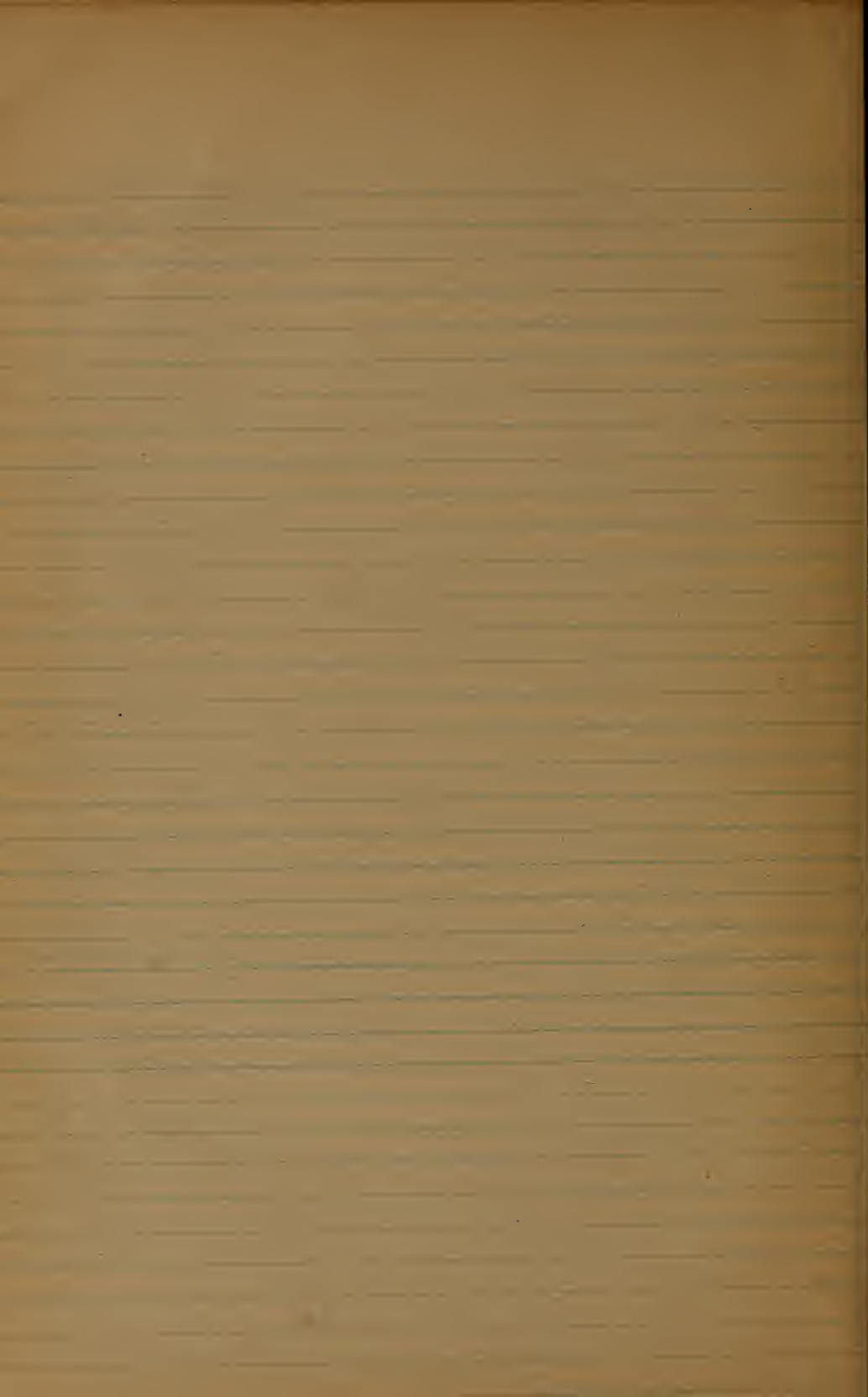
Forage ration.....	123
Forage in kind, to whom furnished.....	124
Officers not mounted may purchase forage.....	125
Officers prohibited from selling forage.....	126

FUEL.

Rate at which fuel may be purchased.....	127
Requisition for fuel.....	128
Fuel not to be sold or exchanged.....	129
Oak wood the standard.....	130
Portion in kindling wood.....	131
Fuel not consumed taken up on returns.....	132
Fuel furnished only in the month due.....	133
Quarterly abstracts of fuel.....	134
An abstract of officers' requisitions to be furnished the Fourth Auditor.....	135

FORMS.

	No.
Return for arms and accoutrements.....	1
Invoice for a simple transfer of stores.....	2
Receipt.....	3
Articles lost or destroyed.....	4
Statement of charges.....	5
Board of survey.....	6
Allowance of clothing.....	6 a
Account-current for clothing.....	6 b
Requisition.....	7
Return for clothing.....	8
Receipt-roll for regular issues.....	9
Receipt-roll for extra issues.....	10
Account of sales.....	11
Account to be kept in general clothing-book.....	11 a



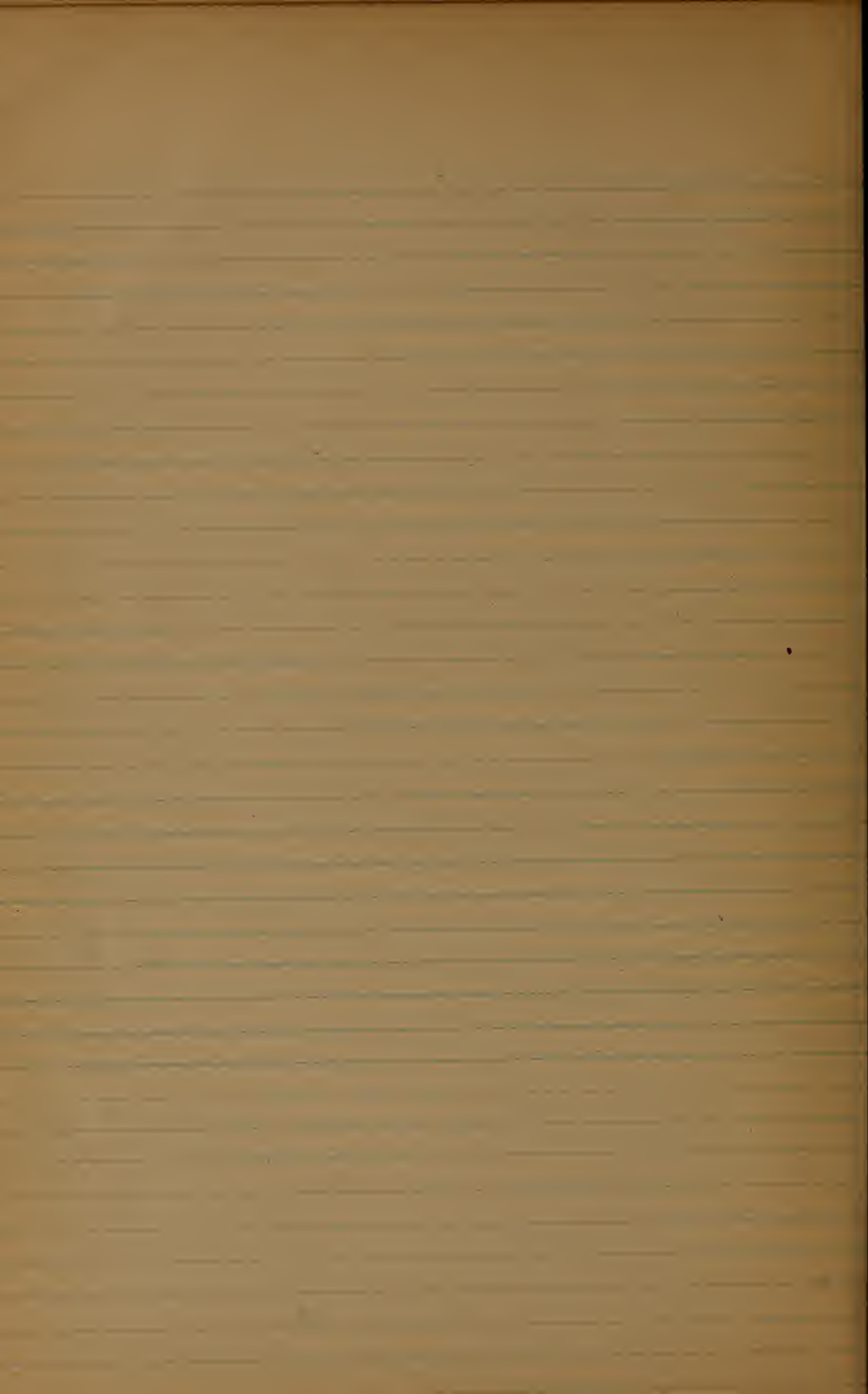
	No.
Clothing account in case of transfer or discharge.....	12
Requisition and receipt book.....	13
Allowance table of clothing for marine guards.....	13 <i>a</i>
Price-list of Springfield rifle.....	13 <i>b</i>
Monthly statement for clothing.....	14
Monthly statement for arms and accoutrements.....	15
Return for furniture.....	16
Receipt for furniture.....	17
Inventory of furniture.....	18
Survey of furniture.....	19
Return for equipage and quartermaster's stores.....	20
Requisition for fuel for officers.....	21
Consolidated requisition for fuel.....	22
Return of fuel.....	23
Requisition for forage.....	24
Requisition for forage for public horses.....	25

APPENDIX.

Special requisitions:

Coats.....	A
Trousers.....	B
Drawers.....	C
Shirts.....	D
Directions for measuring for clothing.....	E

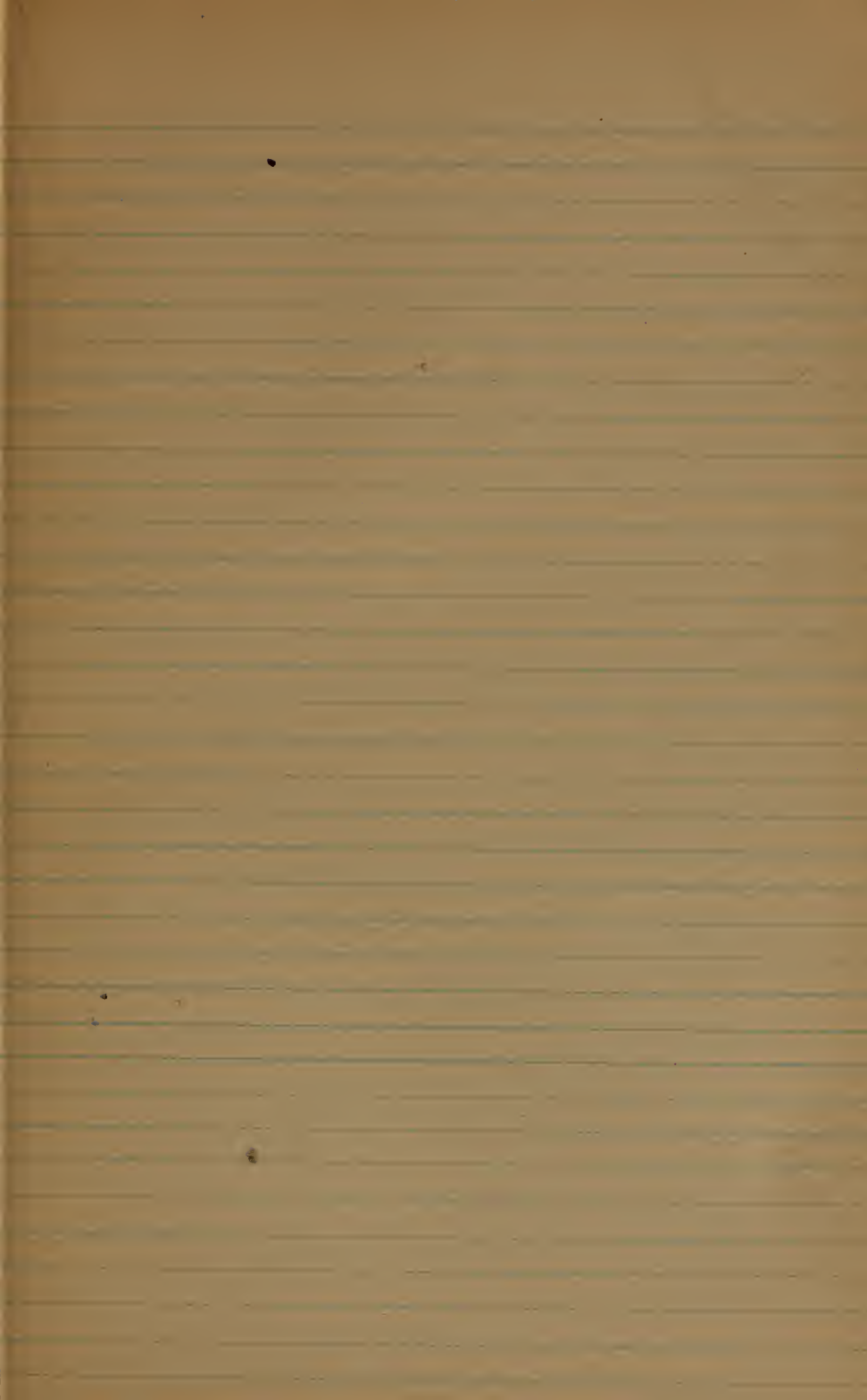


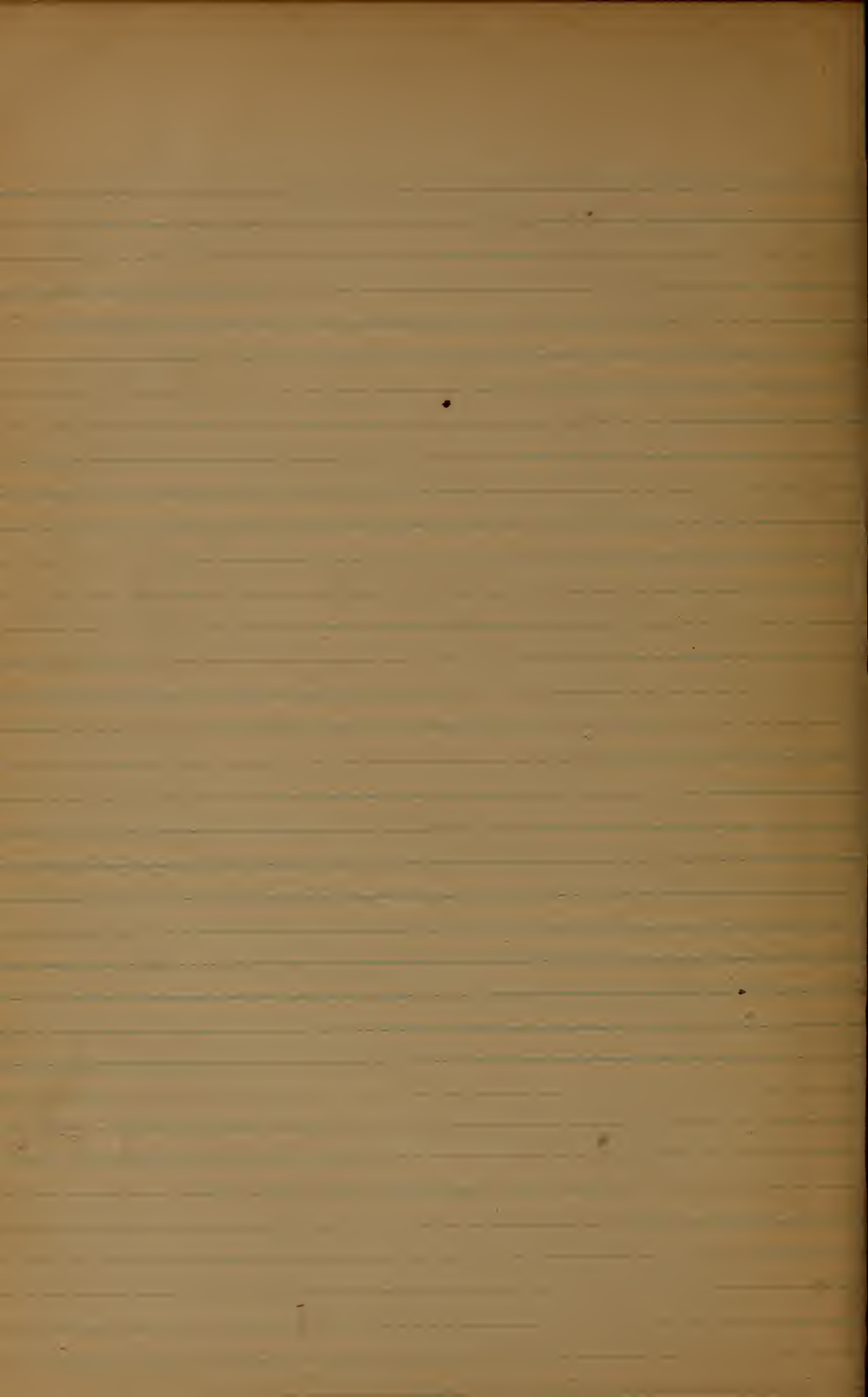


ABBREVIATIONS AND CHARACTERS USED IN THE INSTRUCTIONS AND IN MAKING OUT OFFICIAL PAPERS.

Acct	Account.	N. B.	Note or mark well.
Adj.	Adjutant.	No.	Number.
Amt.	Amount.	Nov.	November.
Asst.	Assistant.	O. B.	Official business.
Aug.	August.	Obdt.	Obedient.
Bal.	Balance.	Oct.	October.
Brig.	Brigadier.	Par.	Paragraph.
Bvt.	Brevet.	Paymr.	Paymaster.
Capt.	Captain.	Per or pr.	By the.
Col.	Colonel.	Per cent.	By the hundred.
Comdg.	Commanding.	Prox., (proximo) .	Next, (month.)
Comdr.	Commander.	P. S.	Postscript.
Comdt.	Commandant.	Pvt.	Private.
Commo.	Commodore.	Qr. Mr.	Quartermaster.
Corp.	Corporal.	Recd.	Received.
Cr.	Creditor.	Resply.	Respectfully.
Dec.	December.	Sect.	Section.
Dept.	Department.	Sec.	Secretary.
Ditto or Do.	The same.	Sept.	September.
Dr.	Debtor.	Sergt.	Sergeant.
<i>e. g.</i>	For example.	Servt.	Servant.
Ens.	Ensign.	Ult., (ultimo) .	Of last month.
Engr.	Engineer.	U. S. A.	United States Army.
Feb.	February.	U. S. M. C.	United States Marine Corps.
Gen.	General.	U. S. N.	United States Navy.
Hdqrs.	Headquarters.	Viz.	Namely.
Hon.	Honorable.	@.	At.
Ibid.	In the same place, <i>a note of reference.</i>	3/4.	Account.
<i>i. e.</i>	That is.	¢.	Cents.
Inspr.	Inspector.	\$	Dollars.
Inst., (instant) .	Of present month.	%	Per cent.
Invt.	Inventory.	Number.
Jan.	January.	&	And.
Lient. and Lt. .	Lieutenant.	&c.	And so forth.
L. S.	Place of the seal.	etc., (et cætera) .	And other things.
Maj.	Major.		
Mar.	March.		







ACCOUNTABILITY
FOR
CLOTHING, ARMS, AND OTHER PUBLIC PROPERTY OF
THE U. S. MARINE CORPS.

1. The Quartermaster, under the direction of the Commandant of the corps, is charged with the military and administrative details of his office.

2. This office provides clothing, arms, accoutrements, and other supplies required for the service of the corps, and causes them to be shipped to the posts or stations where they may be wanted, and delivered to the officers or non-commissioned officers who shall be authorized to receive and account for them.

3. The commanding officer of each post receives and is accountable for all public property at the post, excepting clothing, arms, and accoutrements, which, at a post commanded by a field officer, will be received, issued, and accounted for by the officer next in rank to the commanding officer. At all other posts, and on ship-board, the clothing, arms, and accoutrements will be received and accounted for by the officer or non-commissioned officer in command of the post or guard.

4. Every commissioned officer, non-commissioned officer, or other person of the Marine Corps who receives public property is responsible and will be held to a strict accountability for the proper care and preservation of all supplies of every kind intrusted to his care.

5. An officer in charge of public property cannot delegate any part of his responsibility to an assistant. All articles drawn upon the requisition of an officer, or received upon the

exchange of invoices and receipts, without a requisition, stand charged to him, and he is held accountable for the money-value of any article lost through the negligence of a subordinate.

6. While an officer who has receipted for public property is personally and pecuniarily accountable therefor, yet it is the duty of the commanding officer to see that the best arrangements are made for the security and safety of such property, and to this end the officer in charge of clothing at a post should be allowed to designate the non-commissioned officer or private he wishes detailed to assist him.

BARRACKS AND QUARTERS.

7. The quarters and barracks provided for the use of the officers and enlisted men are under the direction of the Quartermaster of the corps.

8. The rooms of officers' quarters at every post shall be numbered in a regular series, exclusive of attic rooms, which are not subject to assignment, except as appendages to the rooms regularly numbered.

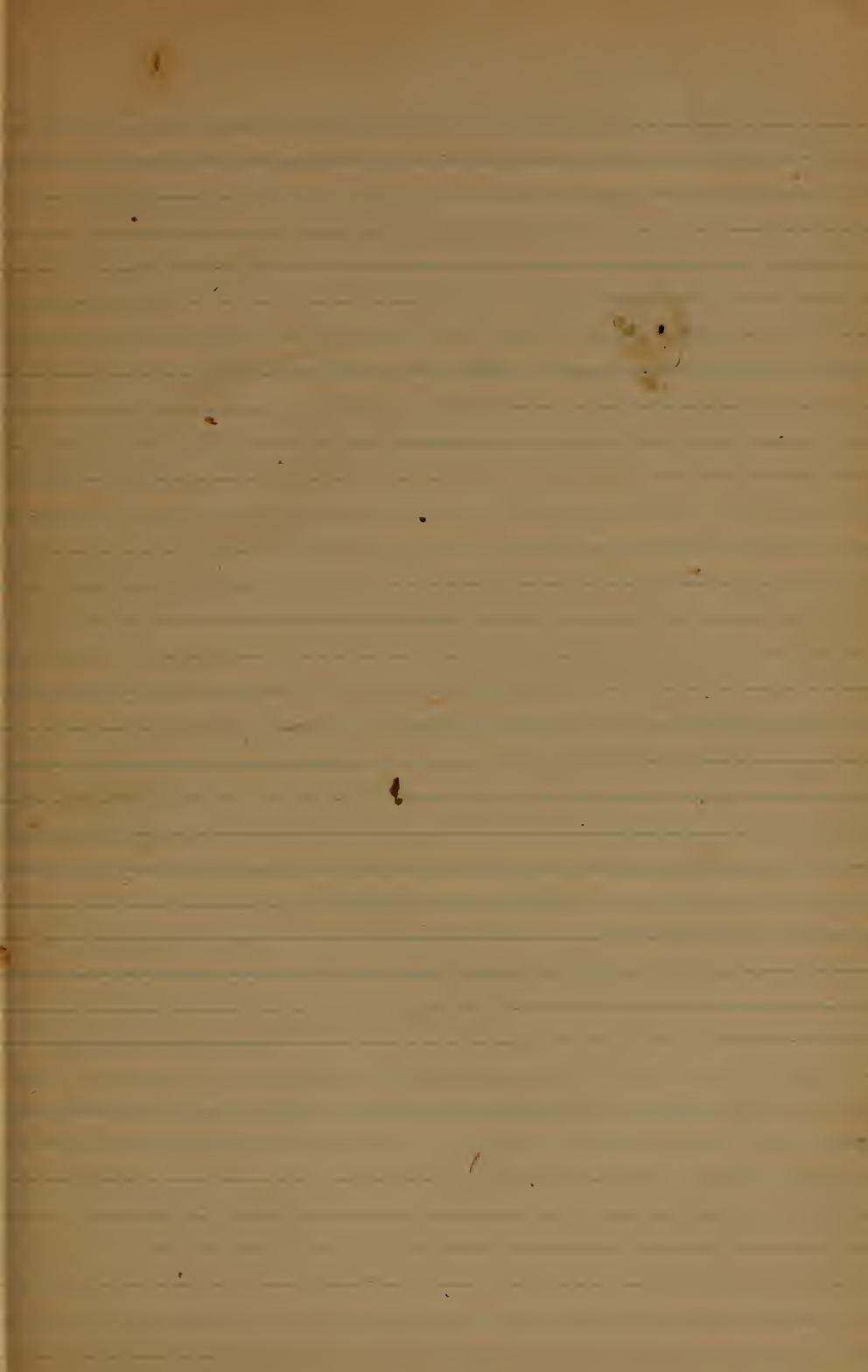
The barrack rooms of the men shall also be numbered.

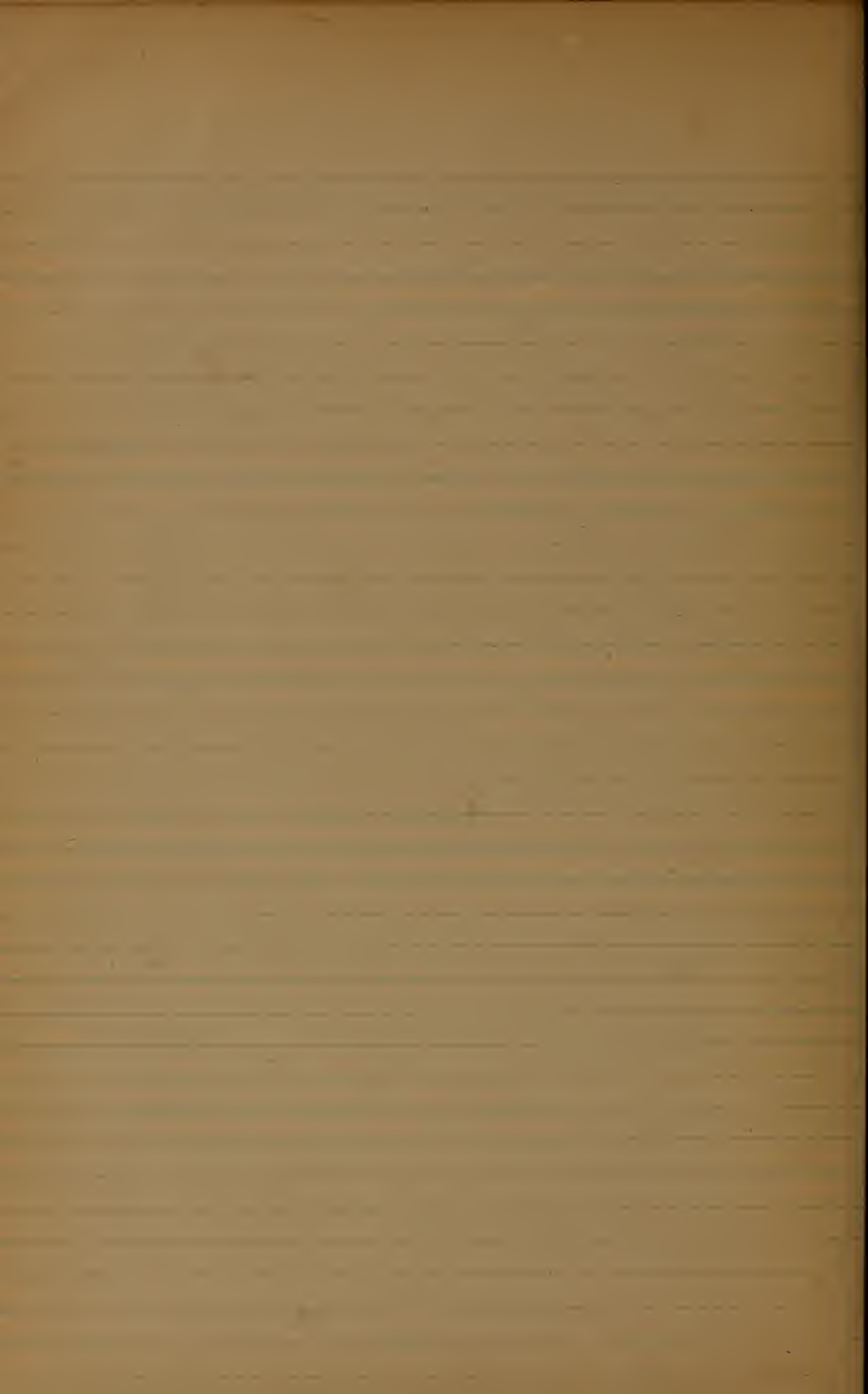
9. When an officer reports at a post or station, where there are no public quarters, he will at once make requisition upon the Quartermaster of the corps for his quarters, transmitting at the same time a copy of his orders.

10. When quarters, upon the advice of the Quartermaster, are to be allotted, an inspection of them will be made by the commanding officer, and they shall be put in thorough order. A like inspection of quarters will be made whenever vacated, and always, when necessary, promptly repaired, if the Quartermaster has the means.

11. Officers are held accountable that the quarters occupied by themselves, or by enlisted men under their command, shall not sustain any damage beyond the ordinary wear and tear during such occupation; for any damage due to carelessness, wilfulness, or neglect, the officer occupying the quarters, or commanding the post, as the case may be, shall be accountable.

12. Necessary repairs to public buildings will, when practicable, be made by the labor of the enlisted men.





FURNITURE ACCOUNTABILITY.

13. Officers commanding posts will have entered in the "Register of Furniture" supplied by the Quartermaster an account of each article of furniture provided by the Government in the quarters and offices occupied by themselves and the officers under their command. The account will be entered according to rooms, beginning with the commanding officer's quarters. No article of furniture shall be removed from the room for which intended without permission from the Quartermaster, and the furniture placed in each room will be distinctly marked as follows: parlor furniture, P; dining-room furniture, D; hall furniture, H; bath-room furniture, B; kitchen, K; chamber furniture, C 1, C 2, C 3 (according to number of rooms).

14. The commanding officer being accountable for all furniture at his post will, when allotting quarters, require from all officers duplicate receipts for the furniture in the quarters about to be occupied by them, one copy of which will be forwarded to the Quartermaster. (Form 17.)

15. When an officer is to be detached or leave his quarters, he will be required to place the furniture in the apartments to which it belongs, if not already there, and a board to take an inventory and report upon its condition will then be ordered by the commanding officer. (Form 18.) The last occupant shall deliver to the board every article receipted for by him; any missing article must be accounted for, and upon the delivery of all furniture as above stated the receipt given by him to the commanding officer shall be cancelled.

16. When any article of furniture is surveyed the judgment of the board will be entered in the "Register of Furniture" under the head of "remarks," and when authority is received to replace any article condemned, the new article will be entered in the register.

17. Where articles at a post are recommended to be repaired or replaced, an estimate of the probable cost will be given in the report.

SUPPLIES OF CLOTHING, ETC.

18. When clothing is needed for issue to the men the necessary articles will be procured by officers in charge of clothing

upon requisitions, approved by their commanding officers, on the Assistant Quartermaster at Philadelphia, Pa.

The number and sizes of the quantity on hand, if any, of the articles required for will be entered on the requisition. (Form 7.)

19. Officers and non commissioned officers in charge of clothing and other stores when making requisitions will require for the articles needed in quantities sufficient to last them at least three months, so as to avoid the expense of transporting the articles in small quantities. A copy of all requisitions will be kept by the officers and non-commissioned officers making them in the book furnished for that purpose, so that the articles may not be required for more than once.

20. Arms and accoutrements needed at posts or by guards on ships will be procured upon requisitions in the same manner as clothing, par. 18.

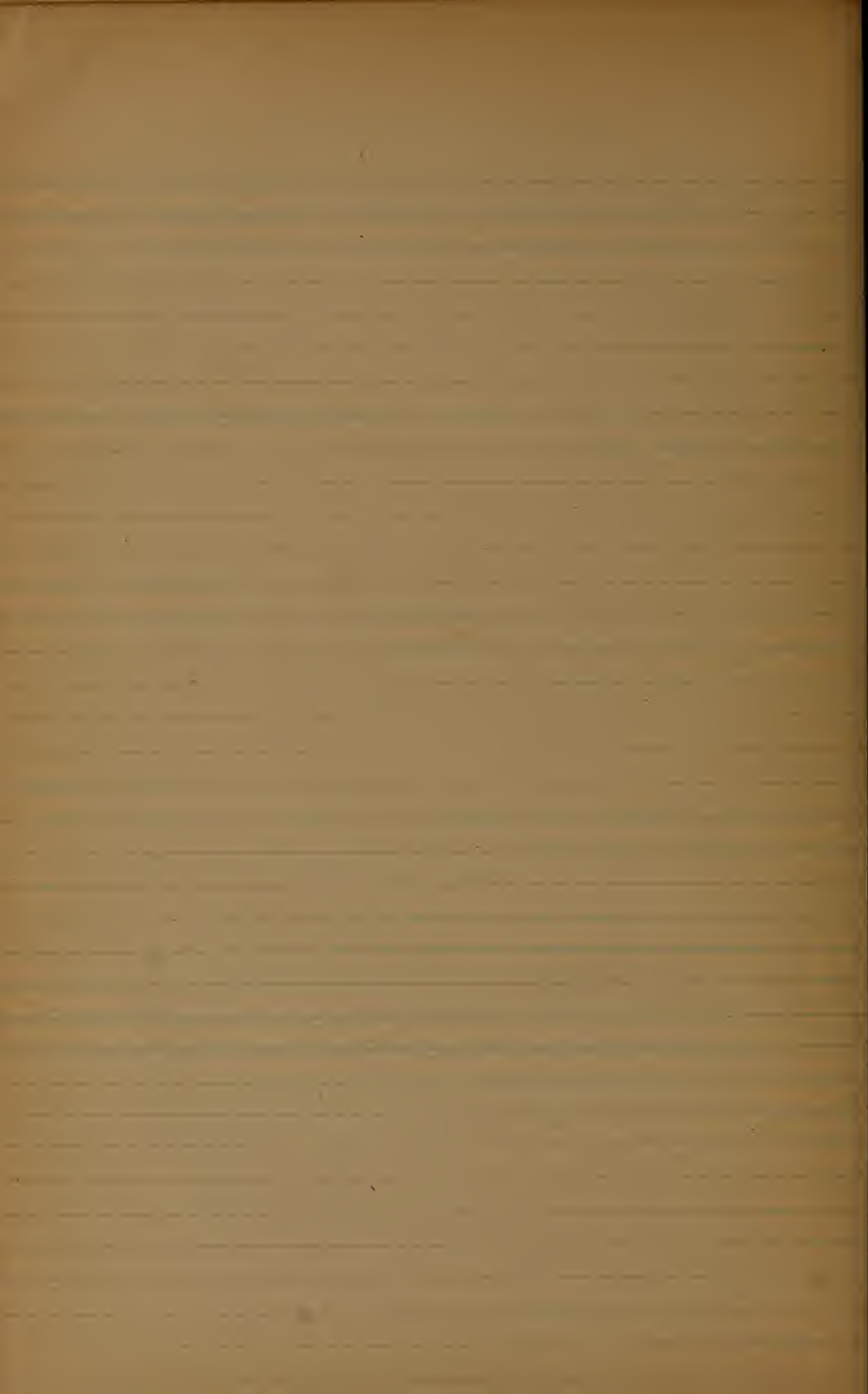
When a guard is ordered to a vessel it will be armed and equipped at the post from which detailed, the officer or non-commissioned officer commanding the guard returning triplicate receipts to conform to the invoices of the articles in the hands of the guard or delivered to him by the officer making the transfer, if upon inspection the number and condition be found correctly stated therein.

21. Officers in charge of clothing for posts, or guards of ships, may obtain in advance, if for a post, six months' clothing, and if for the guard of a ship, a quantity sufficient for the probable length of the cruise. (See allowance table, Form 13 a.)

22. Officers in charge of clothing, etc., will submit all estimates or requisitions for supplies which they may require to their immediate commanding officers for their revision and approval prior to forwarding them to the officer from whom supplies are to be obtained.

It is the duty of commanding officers carefully to examine these requisitions, and satisfy themselves that the articles enumerated therein are actually required, and that the lists embrace all that is needed for the time estimated.

23. All officers transferring clothing, arms, or other stores will make an invoice thereof in triplicate, specifying the number or quantity and condition of each article, which will be



delivered to the officer to whom the transfer is made. (Form 2.) Where articles are issued upon requisition, and are sent to persons at a distance, the invoice transmitted is a full account of the articles, in which the marks, numbers, and contents of each box or package are described.

24. Receipts for clothing, arms, etc., will be made in triplicate. (Form 3.) To be admissible as vouchers to accounts, they must be signed by an officer or non-commissioned officer duly authorized to receive public property. (See Par. 3.) Under no circumstances can non-commissioned officers (except when in charge of guards) or privates receipt for property and thus become responsible parties.

By means of the receipt or voucher the whole system of accountability is conducted; and if this is properly received, indorsed, and filed away, no matter how complicated an account may appear, its settlement will be comparatively easy. Hence it is that especial care should always be taken by the officer to receive the proper vouchers at the time that property is transferred by him.

25. In making out all invoices and receipts the number of each article shall be stated in words as well as in figures.

Arms and accoutrements will not be included in the same voucher with clothing. Separate receipts are necessary, for the reason that in accounting for them they go upon different rolls.

26. On receiving clothing, arms, accoutrements, or other stores the person to whom they are sent will, within twenty-four hours after their receipt, have them carefully examined in the presence of an officer or non-commissioned officer, in order that triplicate receipts may be forthwith transmitted to the officer who may have sent the articles.

Should there be any discrepancies between the quantity received and that stated in the invoice, or should any of the stores be damaged or lost in transportation, the officer receiving them will apply immediately to his commanding officer for a board of survey, which shall decide on the extent of loss or damage and on whom the responsibility rests.

The report of the board, approved by the officer ordering it, will be transmitted, one copy to the Chief of the Bureau of Provisions and Clothing, or, in the case of arms, etc., to the Chief of

the Bureau of Ordnance, one to the Quartermaster, and one, with receipts for the articles actually received, to the officer forwarding the supplies. This report should be in quadruplicate, so that the officer asking the survey can retain a copy for his own use.

27. Where articles are furnished carefully packed in boxes or packages, and it is not advisable to open them within the time prescribed, the officer will receipt for them as invoiced to him, if the boxes, as received and marked, agree with the invoice and appear rightly marked and in good order; and whenever they may be opened it shall be in the presence of an officer or non-commissioned officer, and their contents then compared with the invoice, and if found to vary from it, a board of survey will be asked for to authenticate the facts.

28. Every officer to whom public stores are intrusted should record in detail, in an ordinary blank-book, all receipts of such property, noting the date of reception or when he became charged with their care, from whom or how received, and the name and quantity of each article.

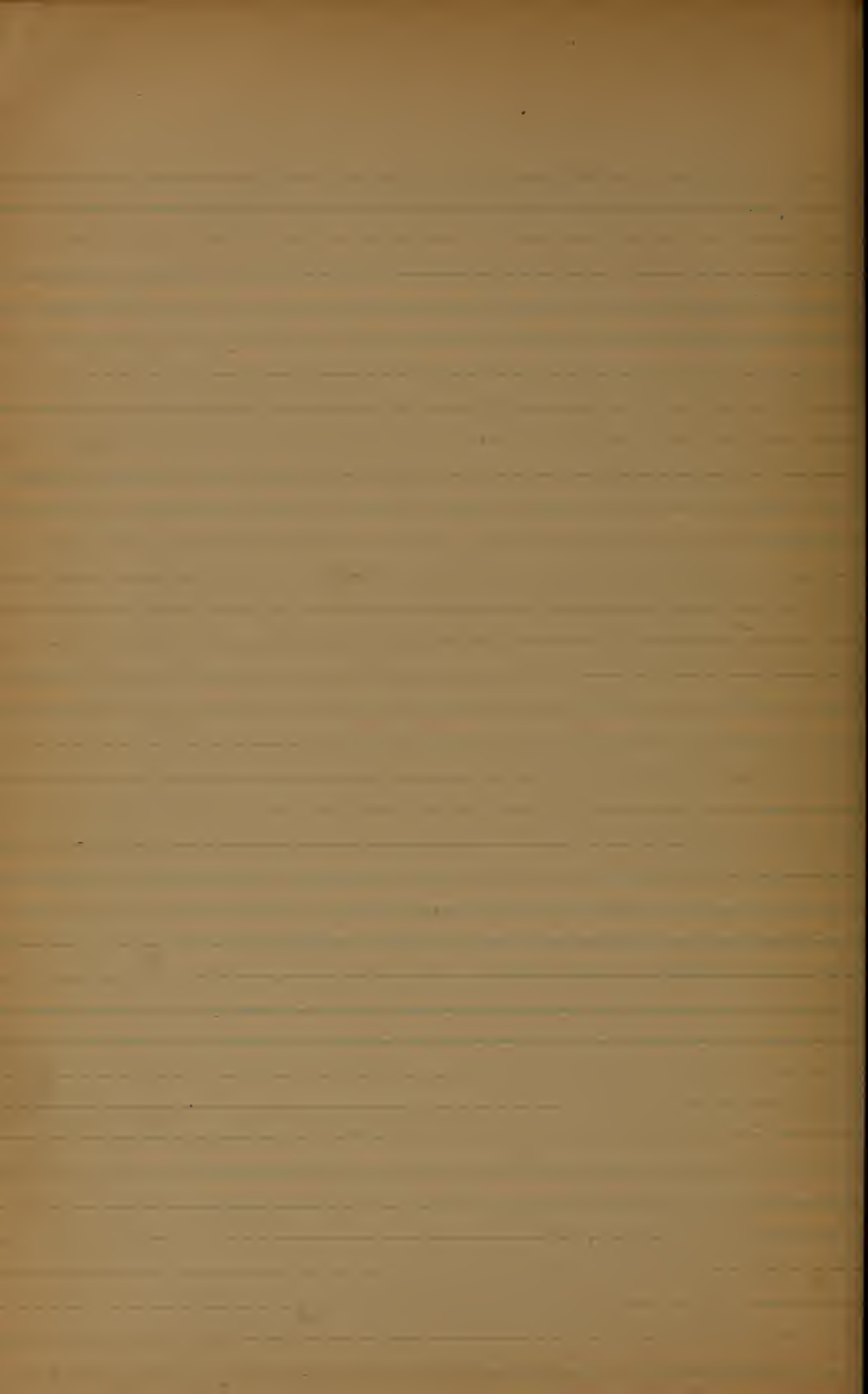
In the same manner should be kept an accurate list of all such stores as are issued, expended, or disposed of in any way whatever, giving the dates and all the circumstances connected with each transaction. It will be found that such a book will assist materially in making out the returns.

29. On foreign stations requisitions will be sent through the commanding officer of the vessel to the fleet officer of marines, by whom, after examination and approval, they will be forwarded to their destination through the chief of staff.

In the absence of the flag-ship, where the needs of the men will not admit of a delay, they may be forwarded direct through the commanding officer of the vessel.

30. Should any officer or non commissioned officer have a supply of stores exceeding what may be necessary for the use of the guard, a list of the articles in excess will be forwarded to the fleet officer of marines, noting their condition, and in the case of clothing the sizes.

31. Officers having a surplus on hand may, with their commanding officers' approval, furnish others with articles necessary for immediate use, always taking receipts in triplicate therefor.



32. Officers serving on foreign stations are prohibited from making any purchases of clothing, unless they become indispensably necessary for immediate use, and then not without the express sanction of the commander of the vessel, in which case the cost of the articles purchased shall be reported to the paymaster of the ship, to be charged against the accounts of the men requiring the articles.

Officers shall take care that all such articles purchased be, as nearly as possible, of the same quality and color as those furnished by the Government; and no more shall be purchased than shall be sufficient to meet the existing necessity.

33. On the last day of each month the officer in charge of clothing at each post will prepare a statement in duplicate showing the quantity and sizes of articles of clothing on hand (Form 14), one copy to be transmitted to the Quartermaster and one to the Assistant Quartermaster at Philadelphia, Pa. Similar statements of the arms and accoutrements on hand will be prepared and forwarded at the same time. (Form 15.)

ISSUES TO THE MEN.

34. Every officer charged with clothing for a post or guard shall open in a book, to be kept exclusively for that purpose, an account against each individual of the command, wherein shall be carefully charged all regular issues of clothing, exhibiting the date of enlistment, the date of the issue, and the articles issued. (Form 11a.)

35. Officers will at the time take triplicate receipts for all issues of clothing made, one to be taken in the clothing-account book and two on receipt-rolls, to be transmitted as vouchers to the returns. (Form 9.)

(As the clothing-book is kept with the command, the issuing officer can, if he deem it necessary for his personal security, take a *third* roll for his own use.)

These receipts will be witnessed *separately* by an officer other than the issuing officer, or, in the absence of such an officer, by a non-commissioned officer. Where marines can write their names legibly, they will be required to do so. It is only in cases where they cannot write that their marks will be substituted. In either case, however, they must be duly witnessed.

Officers will be particular in stating, under the head of re-

marks on the receipt-rolls, the date of the transfer, death, desertion, or apprehension of any person to whom they have issued clothing during the quarter.

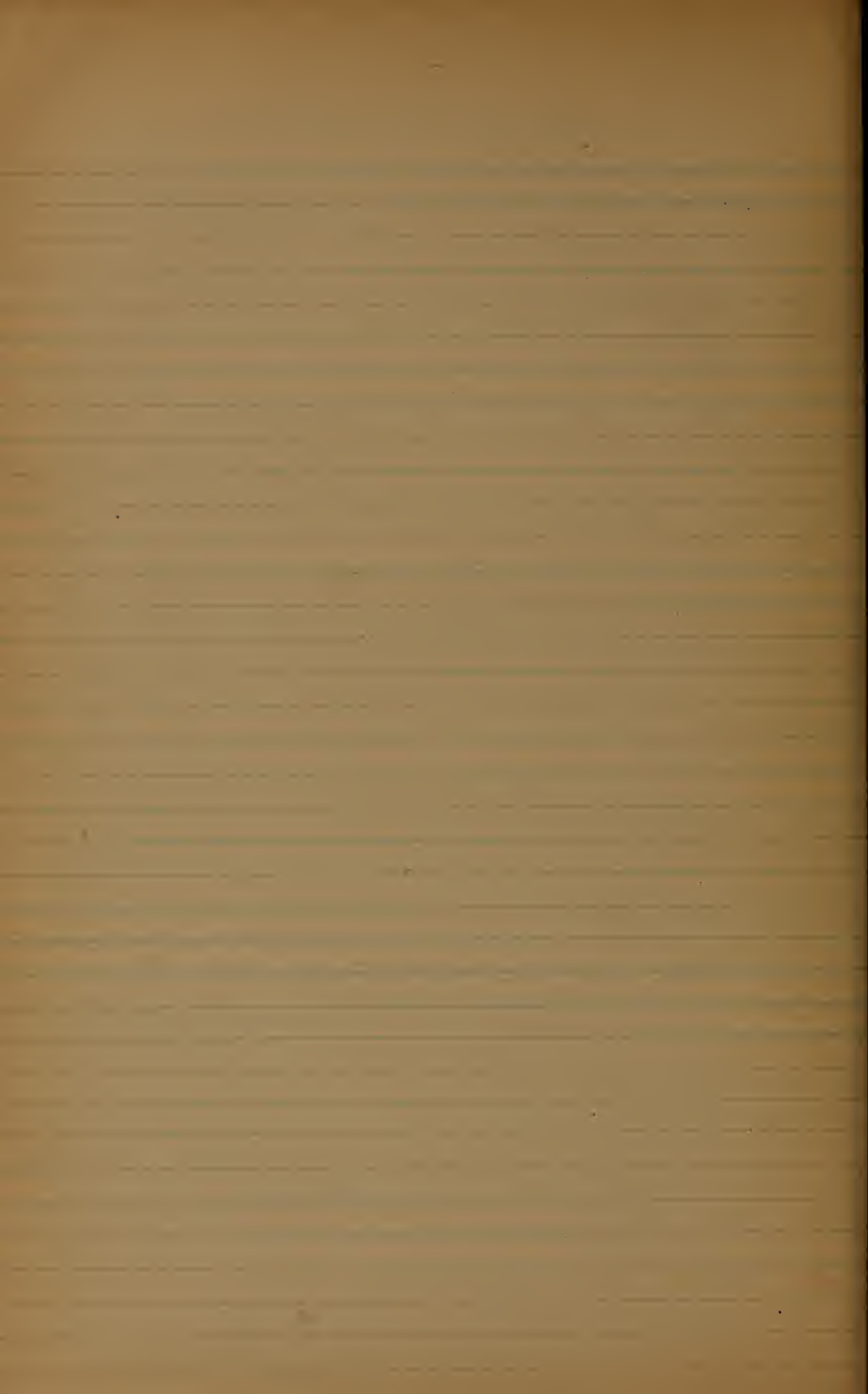
36. Blanket bags, haversacks, canteens, and the Mills' woven cartridge-belts will be kept in the store-room on ship-board, and put in the hands of the men when occasion requires. They will not be entered on receipt-rolls or accounted for as issued to the men, but will be borne on the return for arms and accoutrements as in use by the command, or in store, as the case may be, and are not to be charged to the person in whose use they are, unless lost or destroyed by his fault. In the case of such loss, the charges will be made on the pay-roll, and a transcript thereof will appear on the certified statement for charges against the men's accounts. (Par. 72, Form 5.)

37. Officers commanding detachments ashore and afloat, as well as non-commissioned officers in charge of guards, should require enlisted men to draw sufficient clothing to make at all times a neat and soldierly appearance. A soldier should always have one best suit in reserve besides his full-dress.

38. The articles named in the table, Form 6, *a*, for each year respectively, are considered the regular allowance, and may be issued at any time during the year. All other issues that may be made during that year are "*extra*," and *the money-value of the articles so issued must be charged at the next payment against the account of the individual requiring the issue*, and a certified statement that it has been so charged shall appear upon the receipt-rolls for extra issues, duly signed by the commanding officer of the post, or the paymaster of the ship, as the case may be.

In case the man be discharged before a regular payment shall have come round, the articles charged against him are to be entered with the regular issues in the final statement of his clothing-account.

39. As extra issues of clothing are noted on the pay-rolls to be paid for by those requiring the articles, they will be entered on a separate roll from that containing the regular issues, though acknowledged and the signatures or "marks" witnessed in the same manner by a commissioned or non-commissioned officer. (Form 10.)



Receipt-rolls for extra issues on board ship will be prepared in triplicate, and they will be sent, through the commanding officer, to the paymaster to have the money-value of the clothing checked against the accounts of the men to whom it was issued (Par. 38), and for his signature on each roll to the statement that this has been done, upon which two copies will be returned to the officer or non-commissioned officer to be transmitted with his returns; the retained copy to be forwarded by the paymaster with his returns to the Fourth Auditor.

40. At every approaching pay-day officers in charge of clothing, arms, etc., will carefully review their accounts of extra issues and losses chargeable to the men, and cause the articles charged against each individual to be noted opposite to his name on the pay-roll as a guide for the paymaster.

41. The price of each article of clothing and of accoutrements, equipage, etc., will be communicated annually in a general order from headquarters.

42. The allowance of clothing to marines detained on ship-board after the expiration of their term of enlistment will continue until discharged in the same proportion as during the period of enlistment.

43. Whenever marines are transferred, it shall be the duty of the officer making the transfer to furnish the officer or non-commissioned officer to whose command they are ordered with a statement of their clothing accounts, showing the kind and number of each article which each individual has received; the account to be immediately entered in the clothing-book of the station to which they have been transferred.

(When two or more accounts are transferred from one station to another, separate blanks should not be taken for each account. The forms in use (12) admit of entering five accounts. Where there are a greater number, as in case of a guard being transferred, the practice is to take a blank receipt-roll, which only requires to have a narrow paper slip gummed over the caption of the roll and a new heading made to conform with the account.)

44. When a marine is to be discharged from the service, the officer applying for his discharge will transmit to the Quartermaster an account of all the regular issues of clothing charged against him on his books (including all extra articles that may

have been issued him since last pay-day and are unaccounted for.) *stating particularly, in a separate entry, the kind and number of the articles embraced in the account which have been issued since his last receipts were transmitted to the Quartermaster's office. (Form 12.)* And in case of the death or desertion of a marine, the commanding officer of the post, or guard, to which he may belong will forward a similar account to the Quartermaster without delay.

45. Officers in command of posts, and of guards, will secure the effects left by deserters.

All articles of uniform-clothing fit for re-issue will be taken up on the account-current for that purpose, and those not fit will be surveyed and disposed of at public sale by direction of the Quartermaster.

The attention of commanding officers of posts is specially called to Par. 45, as it is believed that a strict compliance therewith will cause a considerable yearly saving to the Government, particularly in such articles as full dress coats and helmets.

INDIVIDUAL REQUISITION AND RECEIPT BOOK.

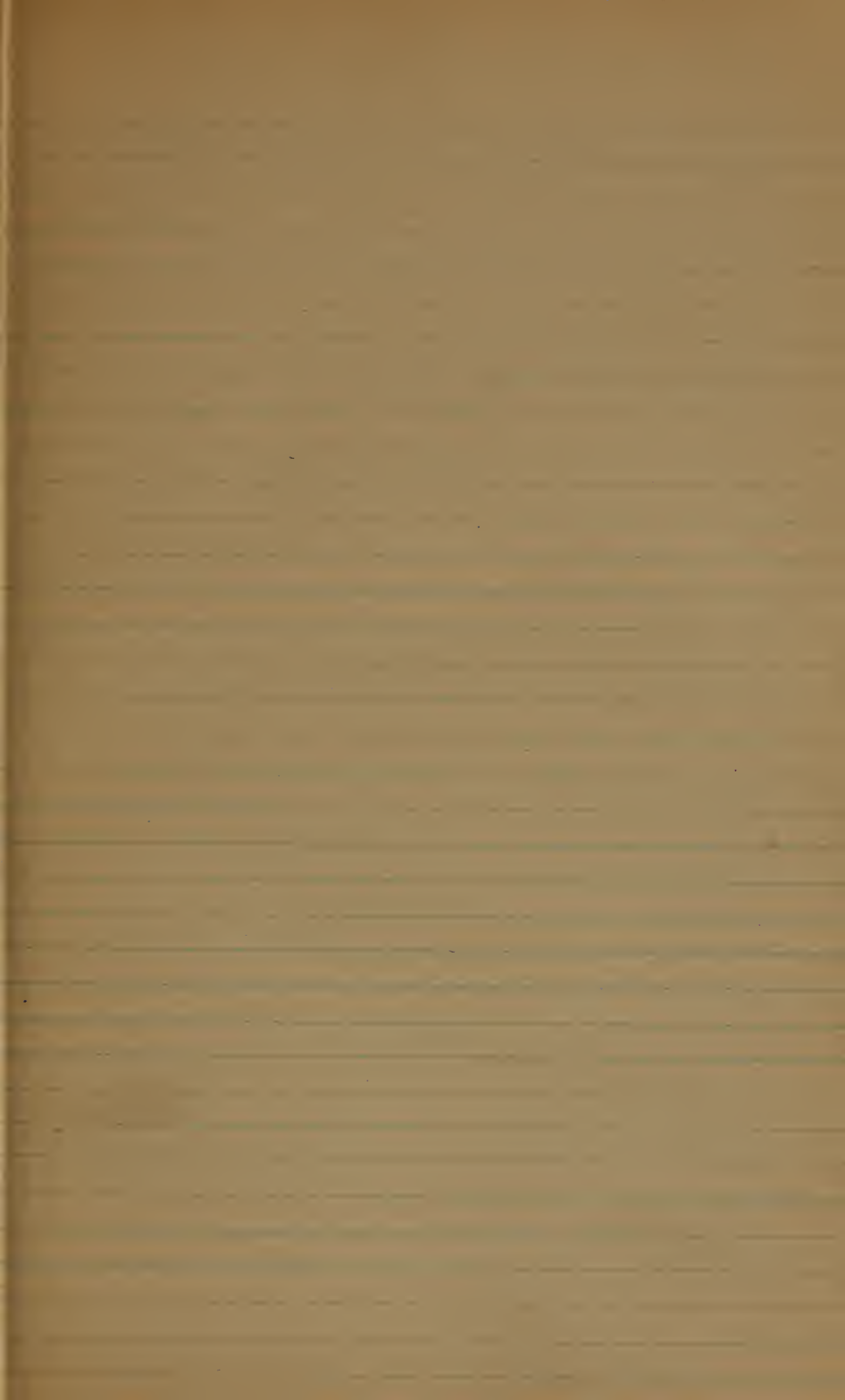
46. Supplies of the requisition and receipt books will be obtained from the Assistant Quartermaster at Washington, D. C., by officers and non-commissioned officers in charge of clothing, upon the usual requisitions.

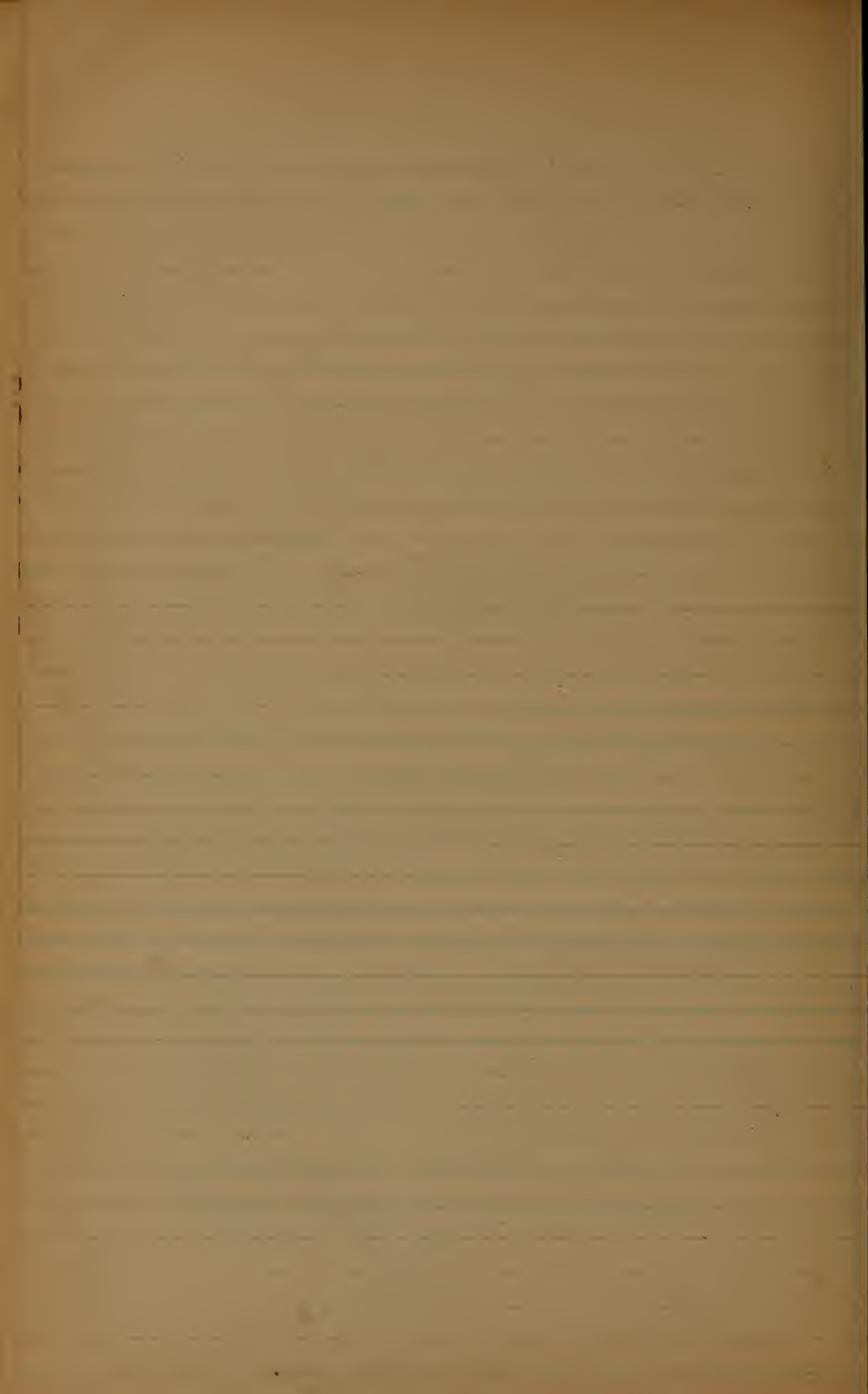
Every non-commissioned officer and private of the corps will be furnished with a copy of this book, wherein shall be kept an account of all articles of clothing issued to him.

47. Each book contains instructions as to the manner in which it is to be kept (Form 13), *and such instructions are to be strictly adhered to.* The issuing-officer will carefully examine the requisition and receipt before making the issue, to see that it conforms to the instructions.

48. The name and the date of enlistment of the marine will be written in a legible hand on the cover of his book, which is always to be kept in his blanket bag, or on ship-board, if more convenient, in his bag, and produced at inspections, and at such other times as the commanding officer, or officer in charge of clothing, may think proper to call for it.

The blanket bag being public property will be marked with the number on his book, instead of the name, as heretofore.





49. Any marine who shall deface his book, or lose the same through want of care, shall be charged with its money-value. It should, however, be explained to him that it is to his interest to take care that it is at all times correctly and neatly kept.

50. When a marine is transferred he will take with him his requisition-book, and the officer, or non-commissioned officer, in charge of clothing at the station he joins, before entering his account in the clothing-book, should call for the requisition-book, and the account contained therein should be carefully compared with the statement forwarded, as prescribed in Paragraph 43.

51. In case of the death or desertion of a marine, the statement of his clothing-account forwarded to the Quartermaster (Par. 44) MUST INVARIABLY be accompanied by the requisition and receipt book.

GRATUITOUS ISSUES OF CLOTHING.

52. When necessary issues of clothing to prisoners are directed to be made, deserters' clothing unfit for re-issue, or other damaged clothing, when there is such in store, will be taken.*

Issues to prisoners will be made under the supervision of the commanding officer, whose certificate in triplicate that the issue was made will be the officer's voucher for the clothing issued.

53. Officers are authorized to issue gratuitously articles of clothing necessary to replace such as have been destroyed to prevent contagion, but such issue must be based upon the official report of the surgeon of the post, or vessel, and the order of the commanding officer directing the clothing to be destroyed.

Issues of this kind are to be receipted for on extra receipt-rolls by the men to whom such issues are made, but are not to be charged against their accounts.

* Blankets, overcoats, and capes, shoes, woolen and linen trousers, undershirts, undress coats, fatigue jackets, drawers, undress caps, woolen and cotton socks, and flannel shirts, left by deserters, and unfit for re-issue, as well as similar articles which are damaged and have been pronounced by a board of survey as unfit for issue to the enlisted men doing duty, will be invoiced to the officer in charge of clothing at the Marine Barracks, Boston, Mass. (who will receipt therefor), for issue to the court-martial prisoners confined in the naval prison at that station. (See circular from Quartermaster to commanding officers, dated August 13, 1889.)

54. When property is ordered to be destroyed, for any cause, and the articles are not enumerated in the order, a board of survey should be asked for to make inventories of the property. Such inventories, in triplicate, duly approved, together with certified copies of the order directing the destruction of the property, will be the officer's vouchers for the loss of the property.

55. If the articles *are enumerated* in the order, certified copies of it in triplicate, with a statement of all the circumstances, by the officer responsible for them, will be sufficient vouchers in the case.

Before destroying or abandoning property, the officer should always see to it that the necessary orders are obtained.

BOARDS OF SURVEY.

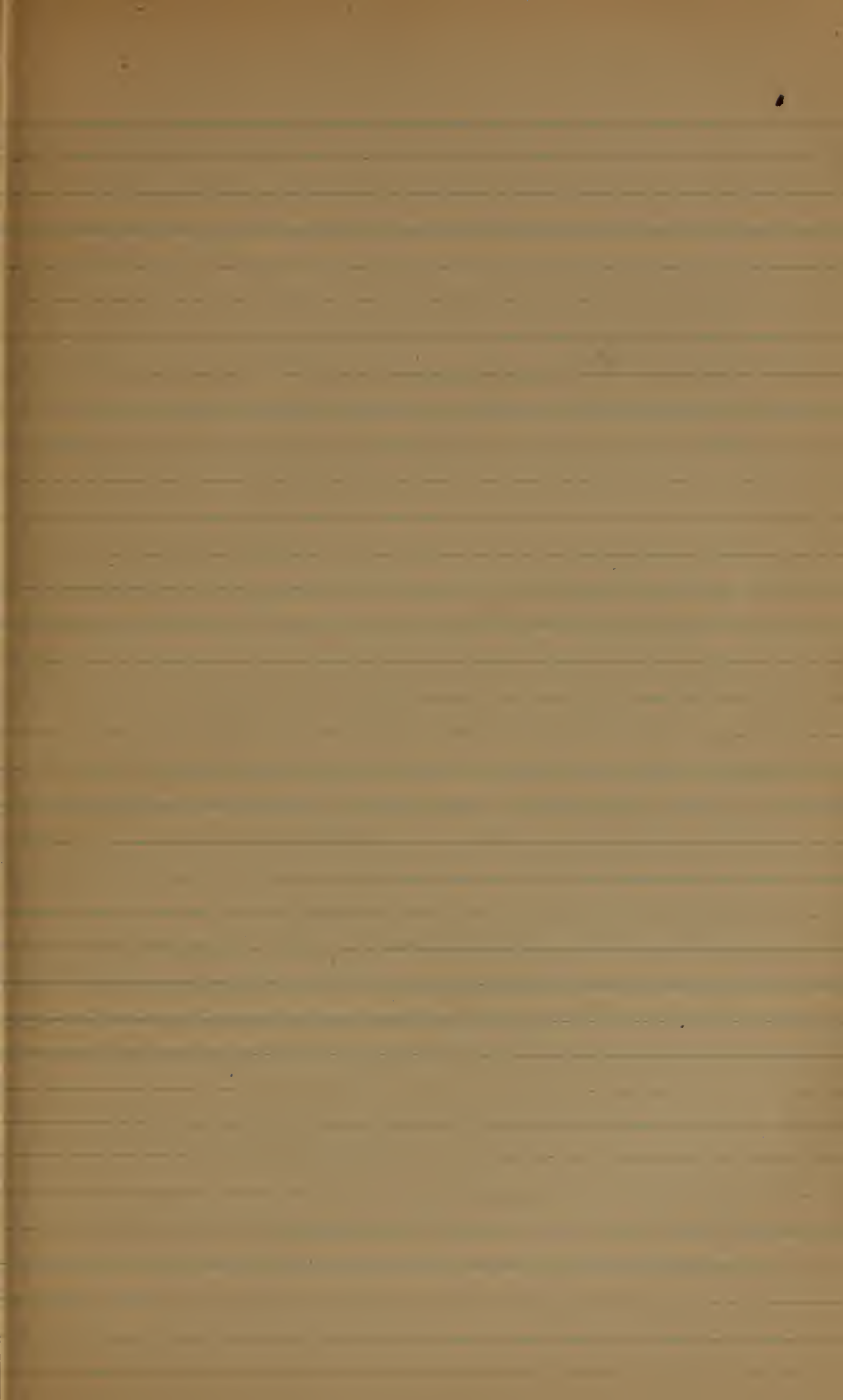
56. Where damage or deficiency is discovered in public property in use, or in store, arising from any cause, not ordinary wear and tear, a board of survey will be asked for (Form 6) by the officer responsible for the property. In the case of furniture Form 19 will be used.

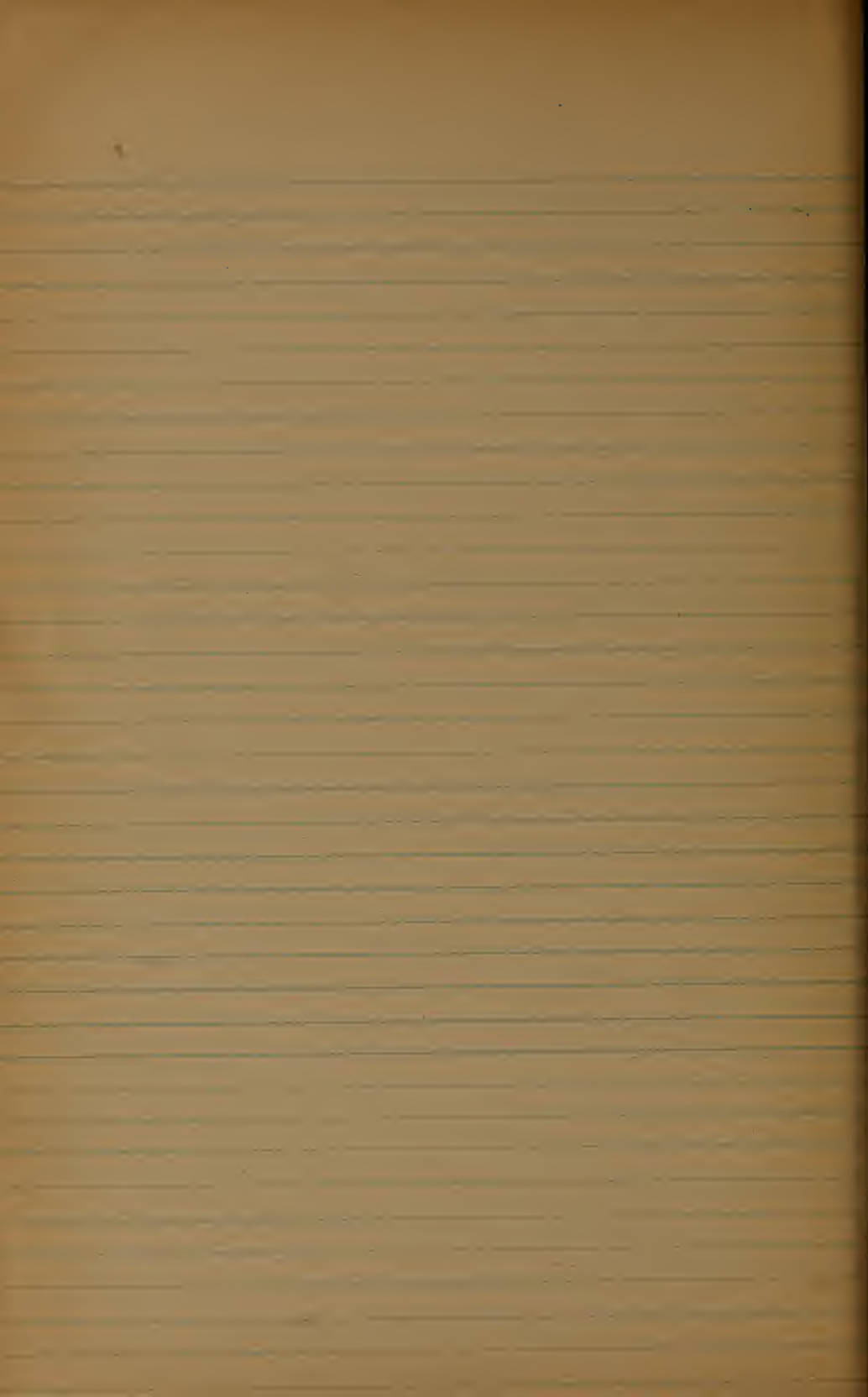
A list of the articles to be examined will be submitted with the request of the board.

57. Officers of the Marine Corps in charge of public property at marine barracks, naval stations, upon which, in their judgment, a survey is required, should address an application for such survey to the commandant of the station, by whom a board of survey will be ordered. Reports of survey should also be addressed to the commandant of the station, by whom they will be forwarded, if approved, to the Commandant of the Marine Corps for his action. (*Decision Secretary of the Navy, January 24, 1854.*)

58. Reports of boards of survey should be clearly and definitely written out, each article brought before it being noticed in detail, and the cause and origin of the damage or deficiency, if any, and the reason of the property being recommended to be sold, or otherwise disposed of, being clearly and plainly stated.

59. When public property is condemned by a Board of Survey, and is found to be totally unfit for Government use, the United States Statutes require that said property shall be sold





and the proceeds thereof will be covered into the Treasury by the Quartermaster, U. S. Marine Corps.

60. Boards of survey will not recommend any clothing condemned as "unfit for issue" to be turned over to the Assistant Quartermaster.

61. When, however, in the opinion of a board of survey, clothing but slightly damaged can be more advantageously disposed of by issuing it at a reduced price than at a sale by auction, the board may so recommend, at the same time fixing upon the prices to be charged for the articles, according to the extent of the damage. Issues of this kind are to be receipted for on the extra receipt-rolls by the men to whom such issues are made, and the reduced prices fixed upon for the articles are to be charged against their accounts.

62. Triplicate copies of the reports of boards of survey, duly signed by each member, and approved by the officer ordering it, will be furnished. One to be transmitted to the Chief of the Bureau of Provisions and Clothing, or in the case of arms, etc., to the Chief of the Bureau of Ordnance, with the return, one to the Quartermaster immediately after the survey, and the other to be retained by the officer asking the survey.

63. Where articles are lost or destroyed, and can not be produced for the action of a board of survey, they must be accounted for by the affidavit of one or more persons cognizant of the facts, or by the certificate of a commissioned officer.

64. When affidavits or depositions are required in connection with any loss of the above nature they may be made before a civil magistrate competent to administer oaths, or a commissioned officer, as may be most convenient, in the following form, which will be affixed to a certified statement by the officer, setting forth clearly the time, place, and cause of the loss or destruction of the property :

The undersigned, being duly sworn, deposes and says, that he is cognizant of the facts as set forth, and that they are correct to the best of his knowledge and belief.

A. B., *Private U. S. M. C.*

Sworn to and subscribed before me, at ————, this
—— day of ———, 18 .

———, *J. P.* [L. S.]

CONDEMNATION OF PROPERTY.

65. In order to relieve an officer from liability, or to fix responsibility on account of public property that has become damaged, except by fair wear and tear, it must before being disposed of by sale, or turned in for repairs, be examined by a board of survey.

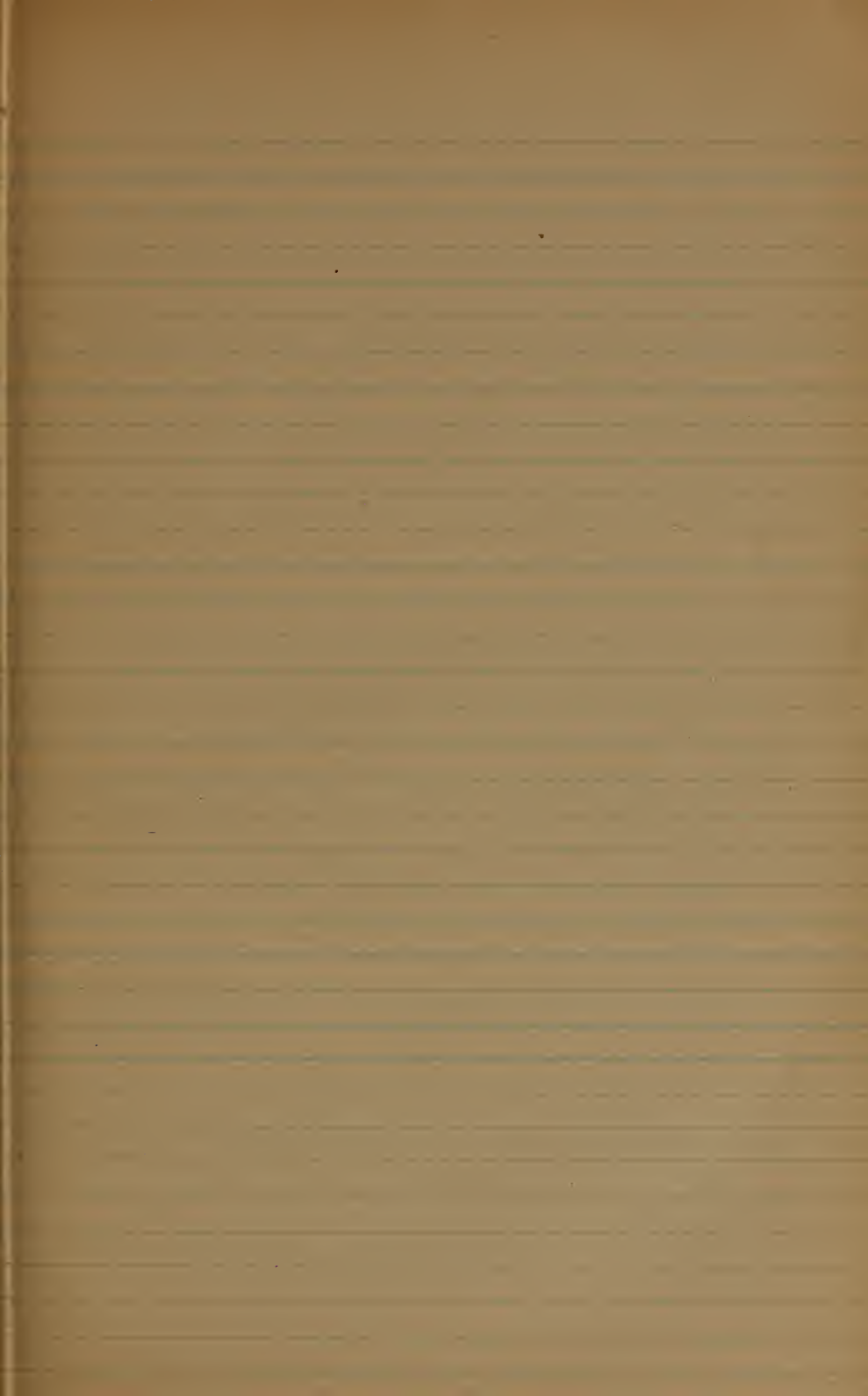
66. No article of clothing, arms, etc., except drum-heads, suares, etc., named in the return for arms and accoutrements, can be dropped from a return until regularly surveyed and condemned, and then not until the property has been disposed of as directed by proper authority.

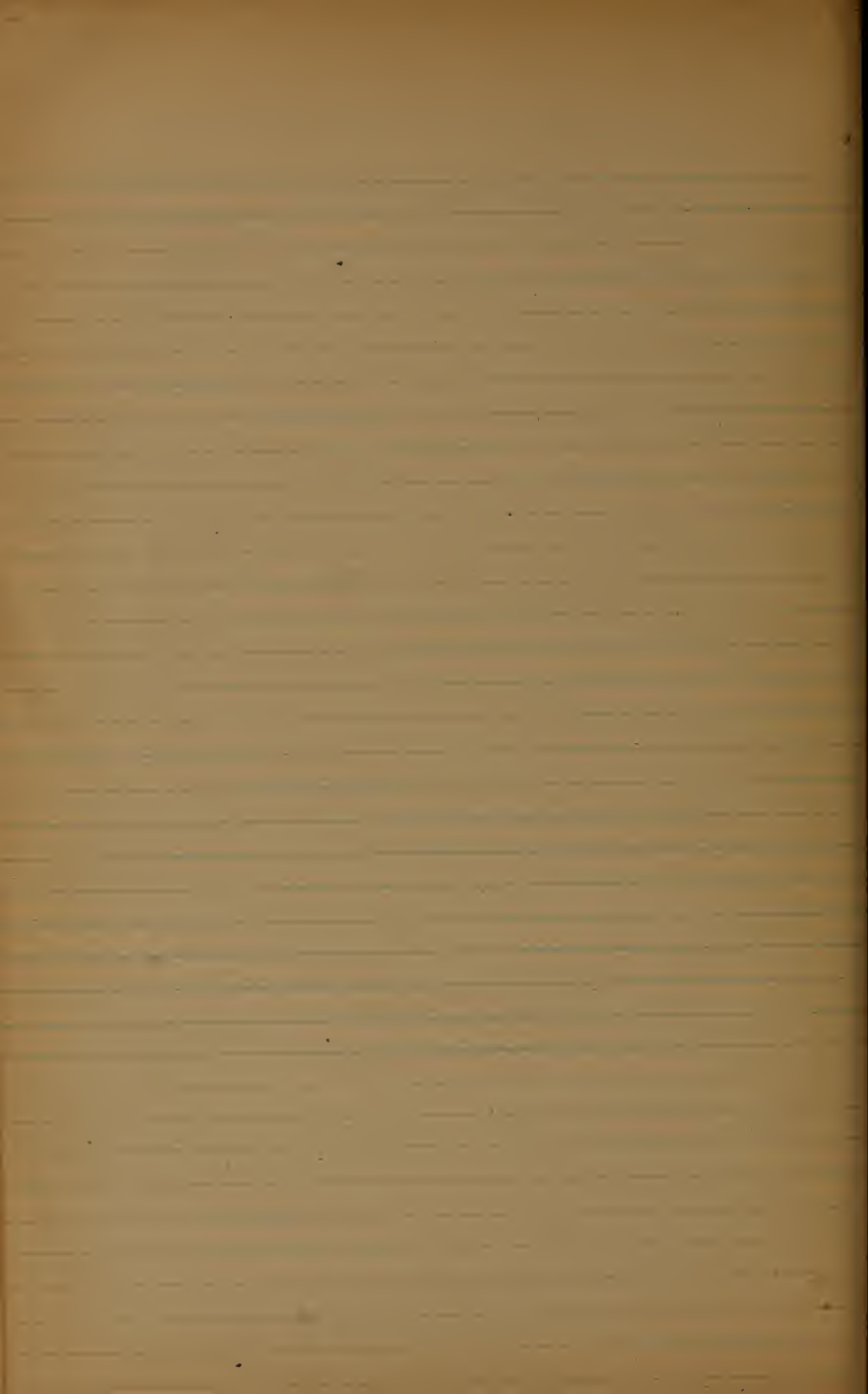
67. The Quartermaster, upon receipt of the report of a board of survey, gives such directions for the final disposition of condemned property as the case may require. But on vessels at a distance where deserters' or other damaged clothing has been surveyed and condemned, and recommended to be sold, and in the opinion of the commanding officer it can be more advantageously disposed of within his command than elsewhere, he directs that the report of the board be carried out.

68. Clothing, furniture, and other supplies, regularly condemned and ordered for sale, are sold by auction, on due public notice, to the highest bidder, for cash.

Where the purchasers are enlisted men the amount may be charged against them on the pay rolls, to be collected by the Paymaster as are other charges against their accounts. Expenses of the sale are paid from its proceeds and the balance immediately covered into the Treasury. If on ship board, to be taken up by the Paymaster on his account-current and accounted for. A detailed certified account of the sale (Form 11) will be made in triplicate and will be forwarded, one copy to the Chief of the Bureau of Provisions and Clothing with the return, and one with the net proceeds to the Quartermaster, immediately after the sale. The triplicate will be retained by the officer.

In the case of sales on ship-board the account will be certified by the officer supervising the sale. The account-sales, properly certified, is a sufficient voucher to the return.





ARMS AND ACCOUTREMENTS.

69. Where arms or accoutrements are damaged, destroyed, or accidentally lost, by being carried overboard at sea, in action, or in the line of duty through no fault of the marine, certificates in detail (Form 4) for the articles so damaged, destroyed, or lost, made by the officer responsible for them, and approved by his commanding officer, must accompany the officer's return as a sufficient voucher. The date when, the place where, and all the circumstances under which the damage or loss took place should be duly stated.

70. If any article of public property is lost or damaged by neglect or fault of the officer, he will be required to pay the value of the article, amount of damage, or cost of repair, at such rates as a board of survey, with the approval of the commanding officer, may assess. *And if he can not account in a satisfactory manner for the stores intrusted to him he will be charged with the money-value of the articles so unaccounted for.*

71. Where losses arise from the carelessness, neglect, or wilfulness of the marine, the amount of the loss or damage will be reported, if serving on shore, to the Paymaster of the corps; if at sea, to the paymaster of the ship, through the commanding officer, in order that he be charged with the money-value of the articles so lost or damaged on the next pay-roll. For instance, where a marine leaves his rifle or accoutrements where they should not be left and they are lost in consequence; throws any article overboard, or any article is carried overboard by his neglect; wilfully damages or destroys any article of public property; or who can not account to the satisfaction of the officer for all articles intrusted to him for the discharge of his duties.

72. Charges against the pay of a marine should only be made on clear proof, and never without a careful inquiry into the circumstances of the case; and if he request it, such inquiry should be made by a board of officers duly appointed.

73. *A certified statement*, giving the date when the loss or damage occurred, the name of the marine, the articles charged, their value, how lost or destroyed, and the date of the pay-roll on which the charges are entered, will be made in triplicate (Form 5), and will be duly signed and one transmitted with each copy of the return as the officer's voucher.

74. Where arms, accoutrements, or other public stores are stolen by deserters, their value must be charged to them on the first pay-roll on which the desertion is reported, and a transcript of these charges, on the *certified statement* indicated (Form 5), must accompany the return.

75. The price of the Springfield breech-loading rifle, now in use, and the cost of each part, will be found on Form 13 b.

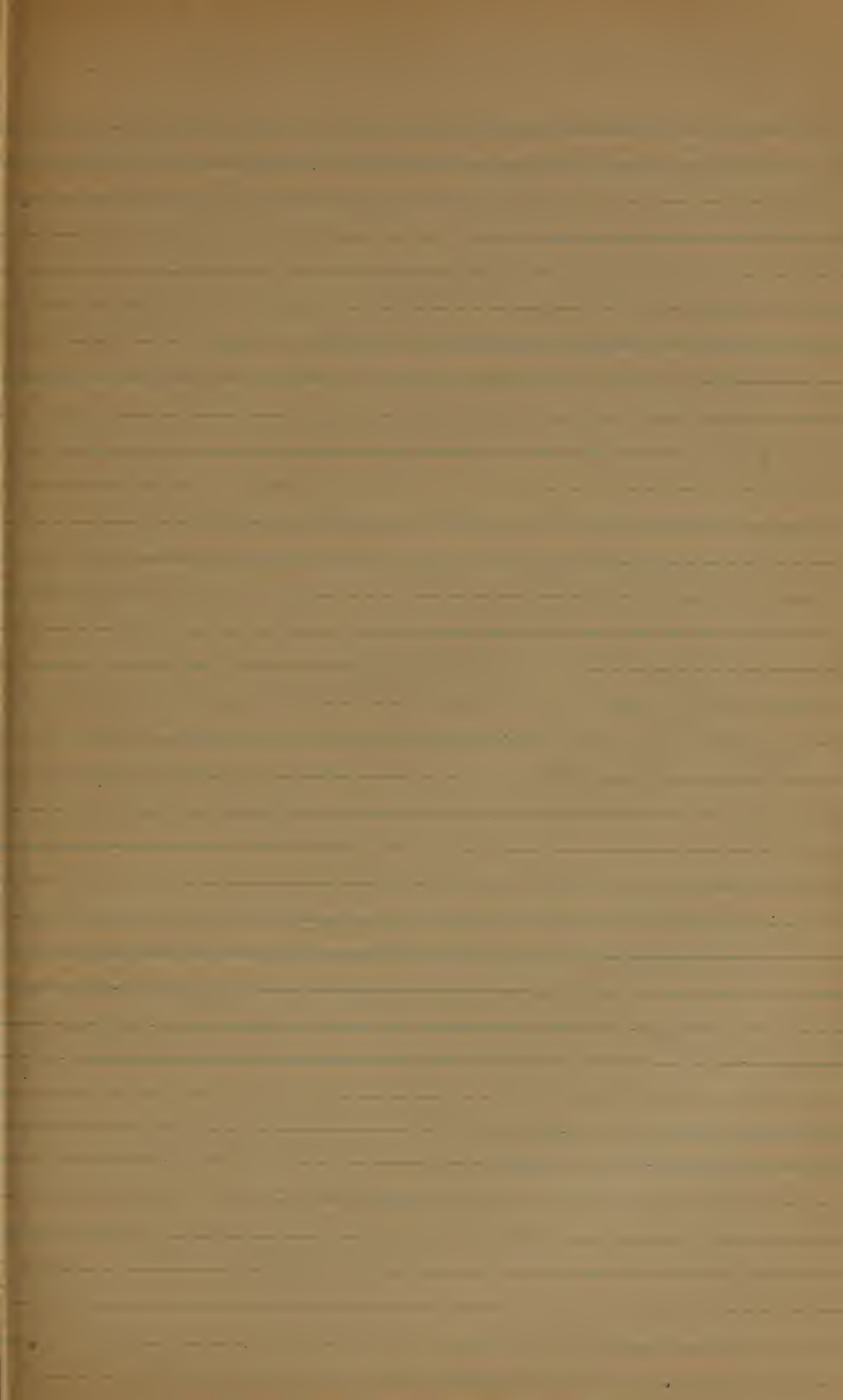
76. The officer or non-commissioned officer who has charge of clothing, arms, accoutrements, or other public stores at a post, or on board ship, is alone held accountable for the property.

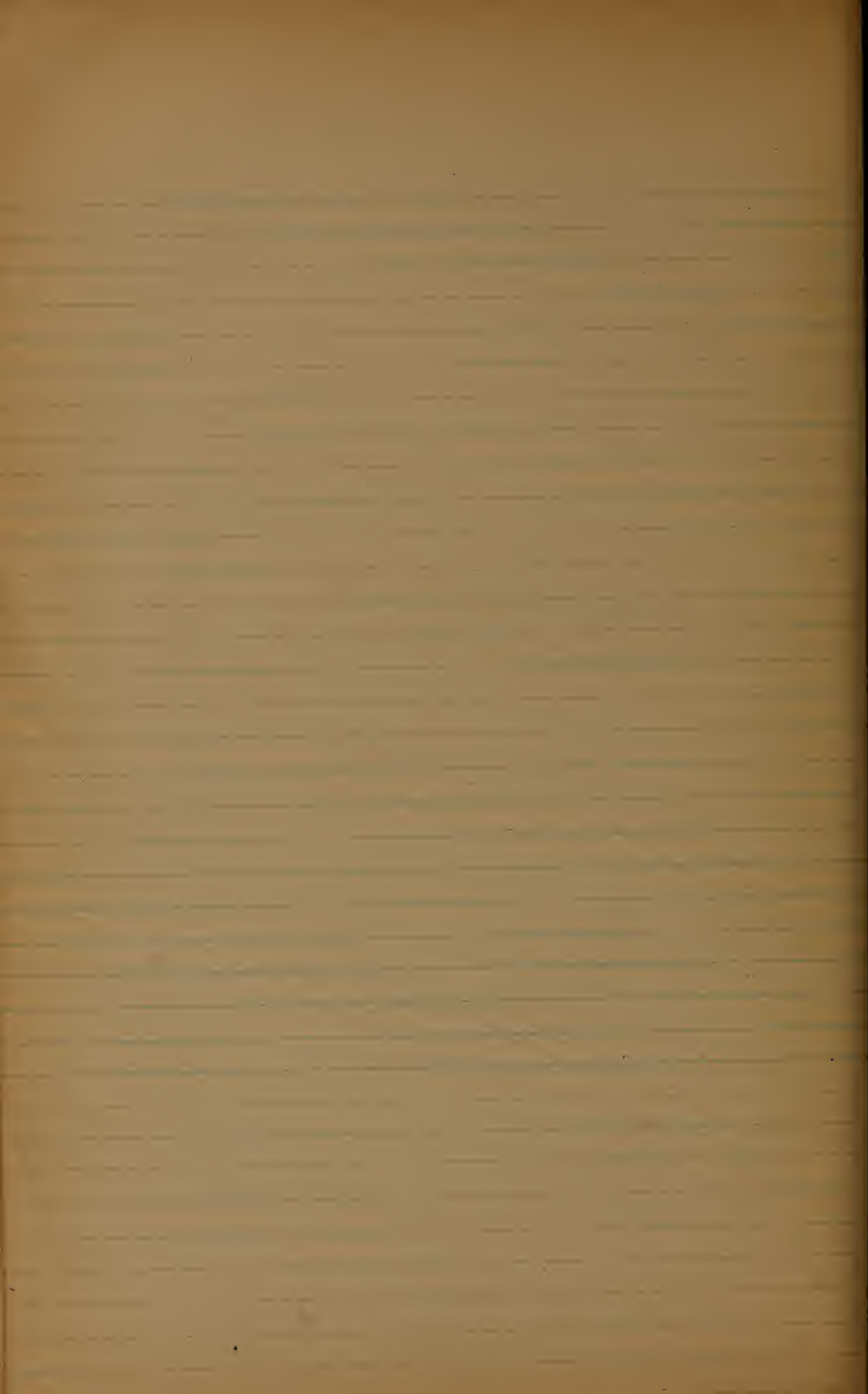
In view of this responsibility, *it is important that he should hold each man in whose hands arms or accoutrements or other articles are placed for use to a strict accountability for the same according to their money-value ; as any loss or damage to any of the articles will be charged to the officer, or non-commissioned officer unless he makes the certified statement (Form 5) that the stores thus lost or damaged have been charged on the pay-roll to the marine through whose carelessness or neglect the loss occurred.*

77. Officers are required to cause marines who are guilty of violating the law "forbidding the sale, destruction, or negligent loss of clothing, arms, and other public property" to be charged on the pay rolls with all the articles improperly lost or disposed of.

78. When a marine leaves his command to go into hospital, it is the duty of the officer responsible for clothing, etc., to see that his arms and accoutrements are returned to the store-room; when transferred from one post or station to another, his arms and accoutrements, blanket-bag, scale-straps, devices, and shields will be transferred with him, but when discharged from the service these articles must be retained as public property.

79. As far as practicable, every officer in charge of arms and accoutrements, whether in use or in store, will endeavor by timely repairs to keep them in serviceable condition, and for this purpose, if at sea, "he will apply to the executive officer for such assistance as can be afforded," and if on shore, to the Quartermaster, that they may be sent to the armory at headquarters.





80. Surplus arms and accoutrements at a post, which are considered by the commanding officer unnecessary for the service of the post, will, when the number exceeds twenty, of any kind, be reported to the Quartermaster.

CHANGE OF OFFICERS IN CHARGE OF PROPERTY.

81. When an officer in charge of clothing, etc., at a post shall be detailed for duty which separates him from the property, and thereby endangers its safe-keeping, his commanding officer will designate another officer to take charge of it and give receipts for the same; but if no officer be present, the commanding officer himself takes charge of the property, receipts for, and is responsible for the same until the return of the officer detailed.

82. An officer commanding a post or in charge of clothing, on being relieved, shall turn over to his successor all the public property for which he is responsible, including the books and blank returns appertaining to the Quartermaster's Office, and his successor shall give him triplicate receipts there for showing the condition of each article. Final returns for the property, accompanied by receipts and vouchers, will be transmitted without delay, one copy to the Chief of the Bureau of Provisions and Clothing, one to the Quartermaster, and a copy of the return for arms, etc., to the Chief of the Bureau of Ordnance. The officer relieved should retain a complete set of the returns for his own protection. (See Par. 92.)

83. The officer relieving another in charge of clothing or other public property should make a careful inspection and inventory of the property, and should, for his own security, request a survey upon such articles as are damaged before giving receipts for the same.

In receiving property the officer should be careful to see that each article receipted for is actually present and in the condition represented.

84. When an officer in charge of clothing or other public property is relieved and from any cause there is no time to take an inventory of the property, the relieving officer should give a *qualified* receipt for the property to the officer relieved; that is, he should acknowledge the receipt of the articles, according to the invoice presented to him, *provided* they shall on

subsequent inspection be found to correspond in quantity and condition to said invoice.

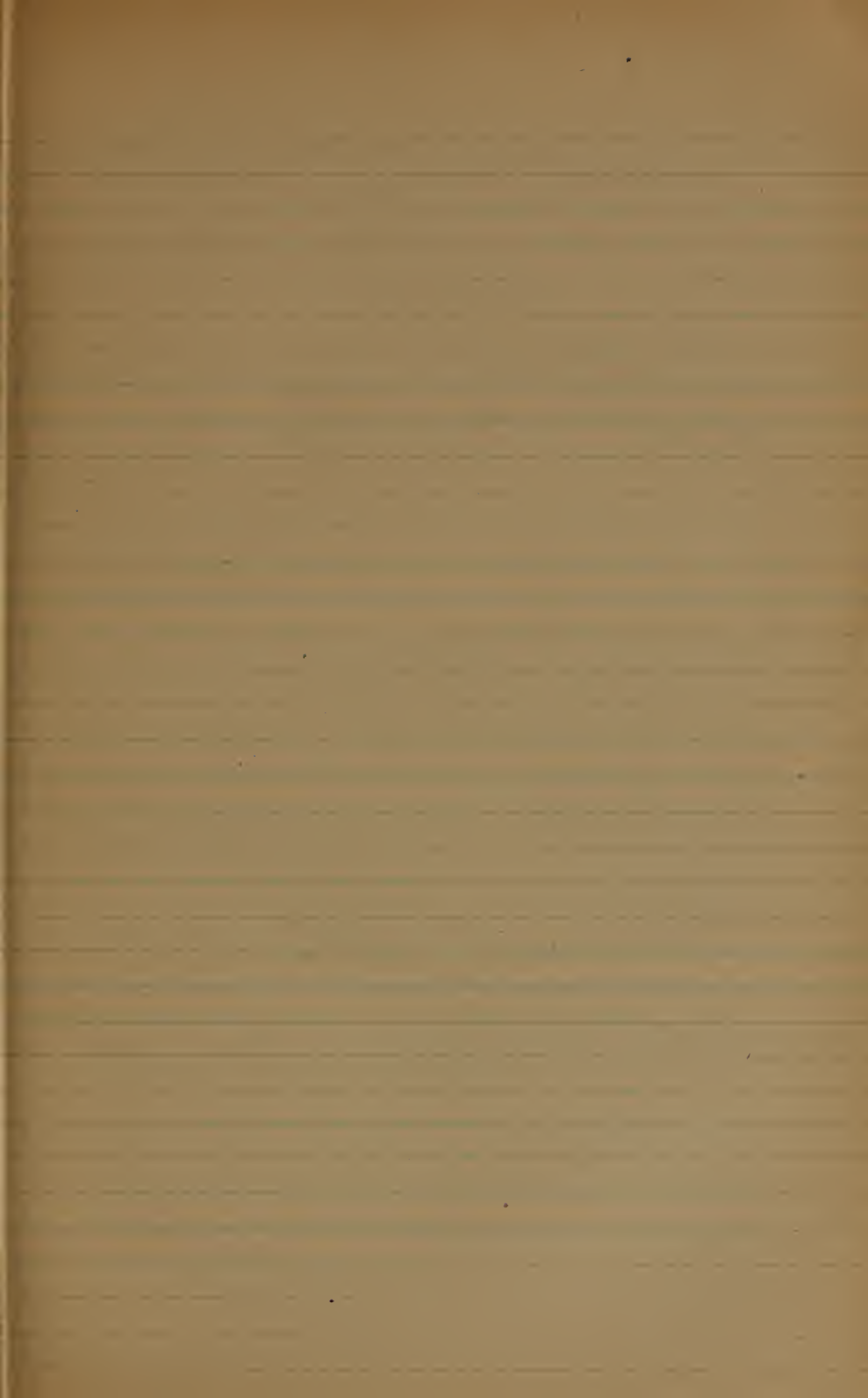
So soon thereafter as is practicable, the relieving officer should, in the presence of an officer or non-commissioned officer, make an inspection of the property, and if not found in accord with the invoice, he should apply to his commanding officer for a board to take an inventory and report upon the condition of the property turned over to him. This inventory, of which the report on the condition of the property forms part, should be immediately transmitted, one copy to the Chief of the Bureau of Provisions and Clothing, and in the case of arms, etc., one to the Chief of the Bureau of Ordnance; one copy to the Quartermaster, and one to the officer relieved, who will be held to account for any damage or deficiency, through his neglect, found by such board. (See Par. 92.)

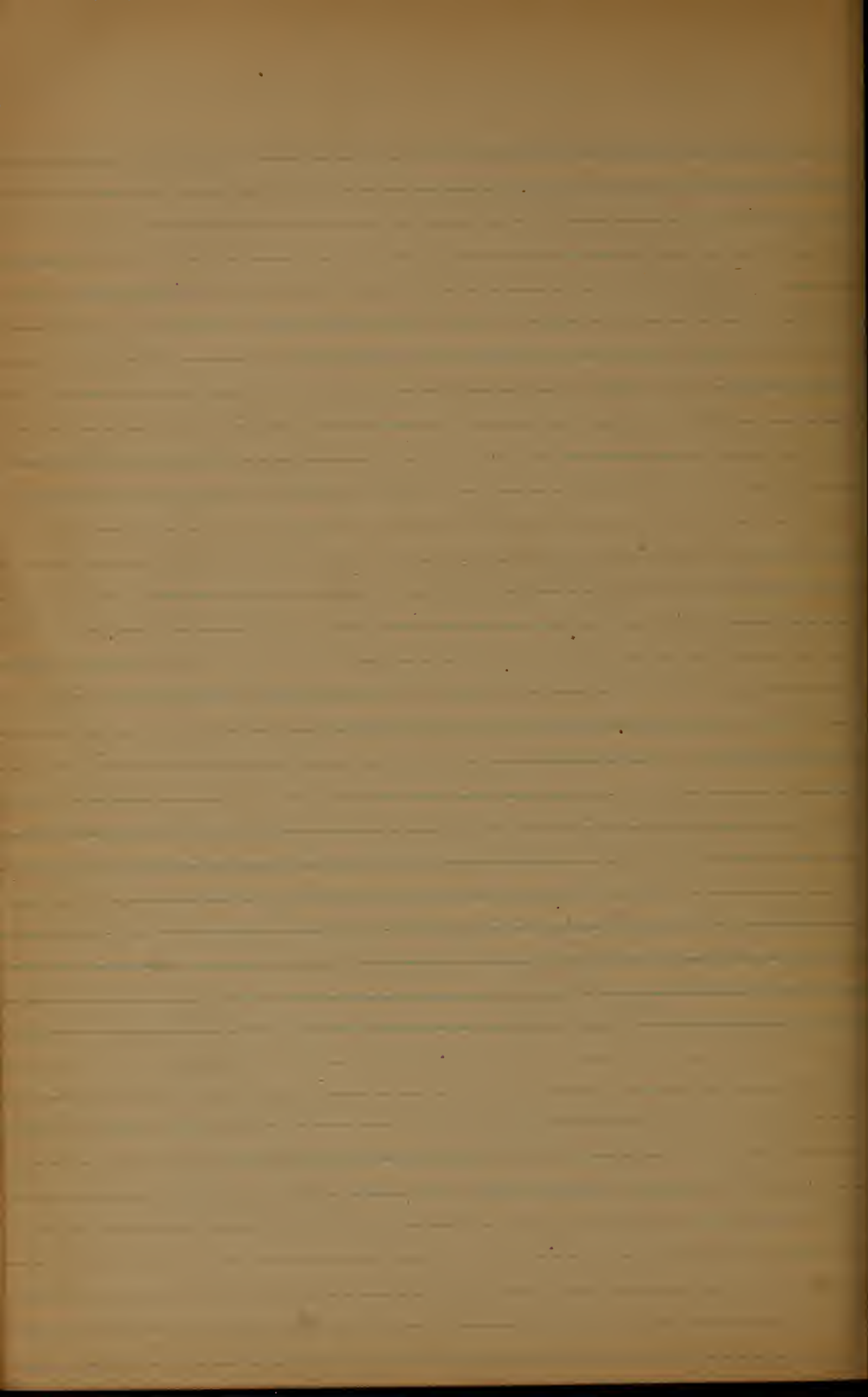
85. In case of the death, or suspension from duty, of any officer having charge of clothing, etc., the commanding officer immediately orders a board, to consist, when practicable, of three officers, to make an inventory of the same. A copy of this inventory will be forwarded to the Chief of the Bureau of Provisions and Clothing, and one to the Quartermaster, and one, of the arms, etc., to the Chief of the Bureau of Ordnance.

The commanding officer appoints another officer to perform the duties vacated, who will receipt and account for the property as inventoried. (See Par. 92.)

86. Whenever a guard is transferred from a vessel, the officer commanding it will, at the same time, deliver to the officer in charge of clothing, etc., at the station to which the transfer is made, all the public property he may have remaining on hand, triplicate receipts for which will be obtained. So soon as the transfer is completed, the officer making it will transmit to the Chief of the Bureau of Provisions and Clothing, to the Chief of the Bureau of Ordnance, and to the Quartermaster, his final returns up to date, supported by proper vouchers, in order to make a settlement of his accounts. (See Par. 92.).

87. When an officer is relieved of the charge of public property, *returns* as well as receipts for the same must be sent; the return being the official exhibit of every transaction connected with the property, and the receipts simply vouchers to the return.





88. Every officer and non-commissioned officer who receives public property will be held accountable for the same until his final returns of such property have been received and examined, and upon such examination he will at once be notified of the result from the office of the Quartermaster.

QUARTERLY RETURNS.

89. A return will be rendered by every officer and non-commissioned officer who may have charge of public property, whether he issues or receives property or not during the quarter, one copy to be sent to the Quartermaster of the Corps, and one copy to the Chief of Bureau of Provisions and Clothing.

90. ACCOUNTS-CURRENT will be kept by all officers having charge of clothing, arms, and accoutrements; crediting the Quartermaster with all articles received, and charging him with all issues made. (Form 6 b)

91. Two copies of the accounts-current will be made on Forms 1 and 8, and, accompanied by receipt-rolls and by vouchers, as hereinafter described, will be transmitted at the expiration of each fiscal quarter; one copy of the clothing account to the Chief of the Bureau of Provisions and Clothing; one, of the arms and accoutrements, to the Chief of the Bureau of Ordnance, and a copy of each to the Quartermaster. Fiscal quarters commence and end as follows: First quarter, July 1 to September 30; second quarter, October 1 to December 31; third quarter, January 1 to March 31; fourth quarter, April 1 to June 30. All returns must commence and terminate at these times, except where officers, by reason of transfer or other sufficient cause, have to close their accounts.

Officers at sea, who may not have it in their power to transmit their accounts promptly at the end of the quarter, will be expected to have them made out at that time, and forward them when the first opportunity occurs.

92. In addition to the returns made to the Quartermaster and the Bureau of Ordnance, officers and non-commissioned officers who may have charge of Springfield rifles and ordnance stores received from the Army will make quarterly returns of the same to the Chief of Ordnance, U. S. Army, Washington, D. C. (Form 1.)

93. On the last day of each quarter the commanding officer of each post will cause the furniture list to be verified, and two copies will be made on Form 16, observing the same classification as appears in the "Register of Furniture," one copy to be transmitted to the Quartermaster and one to the Chief of the Bureau of Provisions and Clothing, Navy Department, accompanied by vouchers, such as invoices, receipts, bills, and reports of boards of survey.

94. The object of making a return is to present, at stated times, an exact account, duly vouched for, of all the property with which an officer is to be debited, and also of all the property with which he is to be credited, that the balance due from him may be known, and a comparison of accounts made, so that if any error exists it may be remedied in time.

95. Every entry made on the return for which the officer claims a credit must be duly authenticated by a proper voucher.

Where receipts may not have been received in time to transmit with the return, the entry should be accompanied by the officer's certified statement as to the facts, and the receipts forwarded when received. Great care should be used to see that vouchers are free from alterations or erasures.

96. One complete set of vouchers, and of all papers pertaining to his accounts, should be retained by the officer for his own protection.

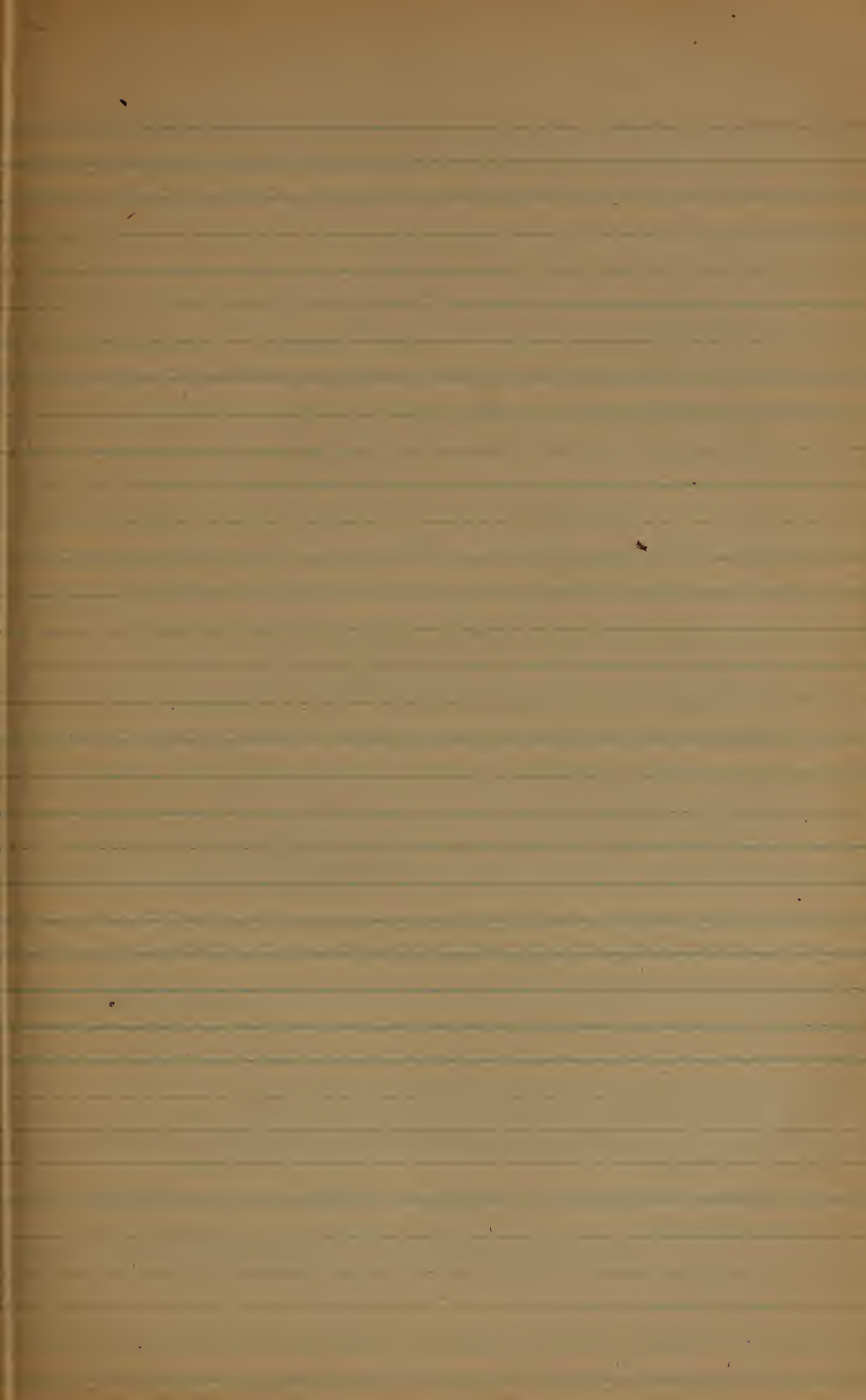
97. All returns should be made, as far as practicable, upon the blanks furnished by the Quartermaster.

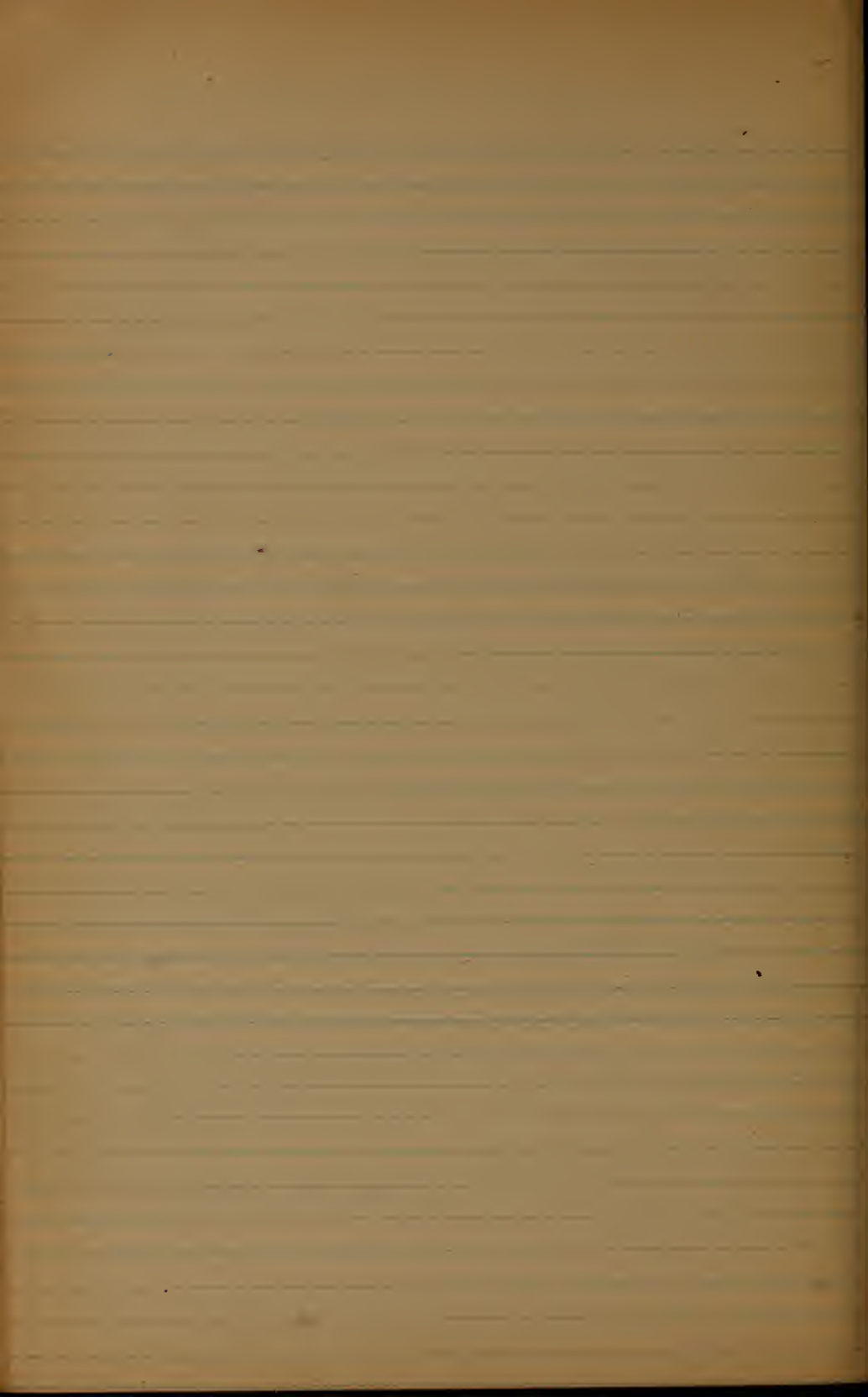
These blanks can always be obtained by timely requisition upon the Assistant Quartermaster, Washington, D. C.

98. When an officer is accountable for property, his first return is due at the termination of the quarter in which the first lot of supplies came into his possession.

If the articles were received at any time within the quarter the heading of his return will read: — *for part of the quarter ending* —. (Form 1.)

In like manner, where the period of his accountability extends from the first day of a quarter to some day within it, the heading will read similarly.





99. The first step in writing up a return is to fill in the blanks in the heading with official rank, name, post, or vessel, and giving the year, and the last day of the quarter, or fraction of quarter, included in the return.

DEBIT SIDE.

100. In making out the first return due, the articles for which receipts have been given are to be entered on the debit portion in the order of date of reception; and under the head of "*From whom received*" the name of the officer, with his rank, will be written, and the articles entered under the proper heads; and in the column for "*Remarks*" the officer's station will be given. (Form 1.)

In all *subsequent returns*, on the first line under the head of "*From whom received*" must be entered the "*Balance on hand*" from last return, with the date of that return; after which will be given, in the order of date of reception, with name and rank of officer from whom received, all articles that may have been received during the quarter. (Form 8.)

Invoices of all supplies received during the quarter will accompany each copy of the returns. They will be indorsed as indicated by Form 2, and numbered in the order of date of reception; and in the proper column of the returns the date and number of each will be entered. (Forms 1 and 8.)

101. Where arms and accoutrements previously borne on the credit portion of the return as unserviceable have been repaired during the quarter, they will be taken up on the *debit portion* of the return by repair.

102. Clothing left by deserters, and fit for re-issue, will be taken up on the *debit portion* of the clothing-return. (See Par. 45.)

103. It is the duty of all officers to take up on their quarterly returns any surplus property which may be on hand from any cause, or come into their possession in any other way than those mentioned; and a statement of the circumstances under which the articles came into the officer's possession should accompany the return.

104. The sum of all the articles thus entered on the returns, as described, gives the "*Total to be accounted for*," and it will be entered plainly in figures on the proper line.

CREDIT SIDE.

105. Receipts for arms and accoutrements transferred will be indorsed as indicated by Form 3, and numbered according to date; giving the oldest receipt a number next after that on the last invoice entered in the debit portion (Forms 1 and 8). They will be entered on the credit portion of the return, according to number, noting the date, the number of voucher (in red ink), and the name of the person to whom the transfer was made, in the proper columns, and in the column for "*Remarks*" the post or ship to which attached.

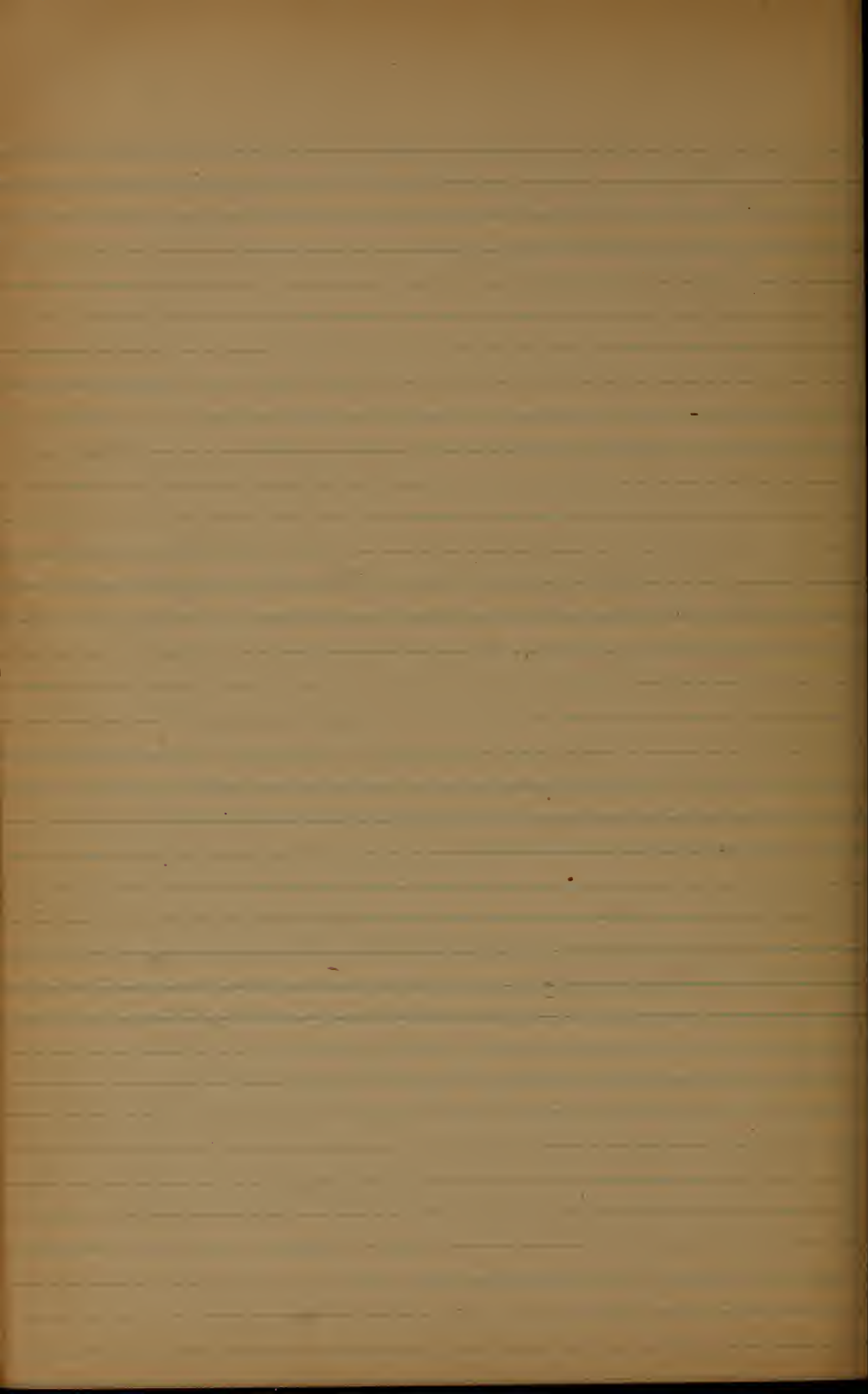
106. Where there is any loss or damage on the part of the marine, the certified statement (Form 4) to accompany the return, for unavoidable loss, will be entered, giving it a number next after that of the last receipt entered, and under the head of "*To whom delivered*" will be written "Lost or destroyed," and in the column for "*Remarks*" the word "unavoidable."

The statement of charges (Form 5), where there is any, will next be entered, numbering it after the statement for loss unavoidable, and the total amount of the articles so charged will be entered under the proper heads, and in the column for "*Remarks*" will be written "Loss preventable." The date will be the number of the quarter.

107. Where drum-heads, snares, etc., have been used for repairs the total will be entered under the proper heads next after the statement of articles charged to the marine, and under the head of "*To whom delivered*" "*Expended*" will be written. The date will be the number of the quarter.

108. Where condemned arms or accoutrements have been transferred during the quarter the list will be entered on the return next after the list of expenditures, and under the head of "*To whom delivered*" the name of the officer receipting for the articles will be given; and in the column for "*Remarks*" "*Surveyed and condemned*" will be written.

109. Where articles have been condemned and are still on hand the list will be entered on the return next after the list of articles transferred, if there have been any; if not, next after the list of expenditures, and under the head of "*To whom delivered*" "*Surveyed and condemned*" will be written; and in the column for "*Remarks*," in the copy of the return for the



Quartermaster, reference to the transmittal of the report of the survey should be made.

110. In the return for clothing, on the credit portion, should first be entered the sum of all regular issues to the command during the quarter, for which the receipt-roll for regular issues is voucher.

Where there are any extra issues their sum will next be entered, and the receipt-roll for extra issues will be numbered next after the receipt-roll for regular issues.

Next should be entered in the order of date of issue all receipts for clothing issued to persons not of the command.

111. Where condemned clothing has been sold or transferred during the quarter the list will be entered on the return next after the last receipt for clothing issued, and under the head of "*To whom delivered*" will be written, if sold, "*Sold by auction;*" if transferred, the officer's name and rank.

The bill of sale (Form 11), if sold by the officer responsible for the clothing, or the receipts, if transferred, will be his voucher.

112. The total on the credit portion of the returns of all the articles issued, lost, charged against the marine, expended, condemned, or sold, subtracted from the total on the debit portion of all the articles "*To be accounted for*" gives the amount remaining "*On hand;*" and this amount will be dated on the last day of the quarter and entered on the line next after the articles condemned or sold, if there are any, exhibiting in the copy of the return of arms and accoutrements for the Quartermaster the number "*In use by command*" and the number "*In store.*"

113. The sum of all the articles so issued, lost, expended, condemned, or sold, and remaining on hand, will be entered on the proper line, and should agree with the "*total to be accounted for*" on the debit side.

114. Before signing and folding a return the officer should review it and satisfy himself that it is correctly made. He should see if the balance entered on the last return as on hand is correctly restated in the present return, and, by comparison with his record-book, ascertain if all articles received during the quarter are entered, that the addition in each column is correct, and the totals properly entered.

On the credit portion he should compare the entries of issues, losses, etc., with their respective vouchers; satisfy himself that the balance entered as on hand is correct; that each column is correctly added; and compare the various totals on the credit portion with their corresponding totals on the debit portion, which, if the account is correct, will be found to agree.

MISCELLANEOUS.

115. The return should be signed legibly on the right hand with full name, and under it the official title.

On the left (see Forms 1 and 8) the name of the post or ship will be given; under it the date, which will be that of the last day of the quarter for which the return is made. In the case of ships the post-office address will be given.

116. All receipts and statements used as vouchers accompanying the returns of arms and accoutrements should be folded about three and a half inches wide in the direction of the ruled lines, and each will be indorsed as indicated by the forms given.

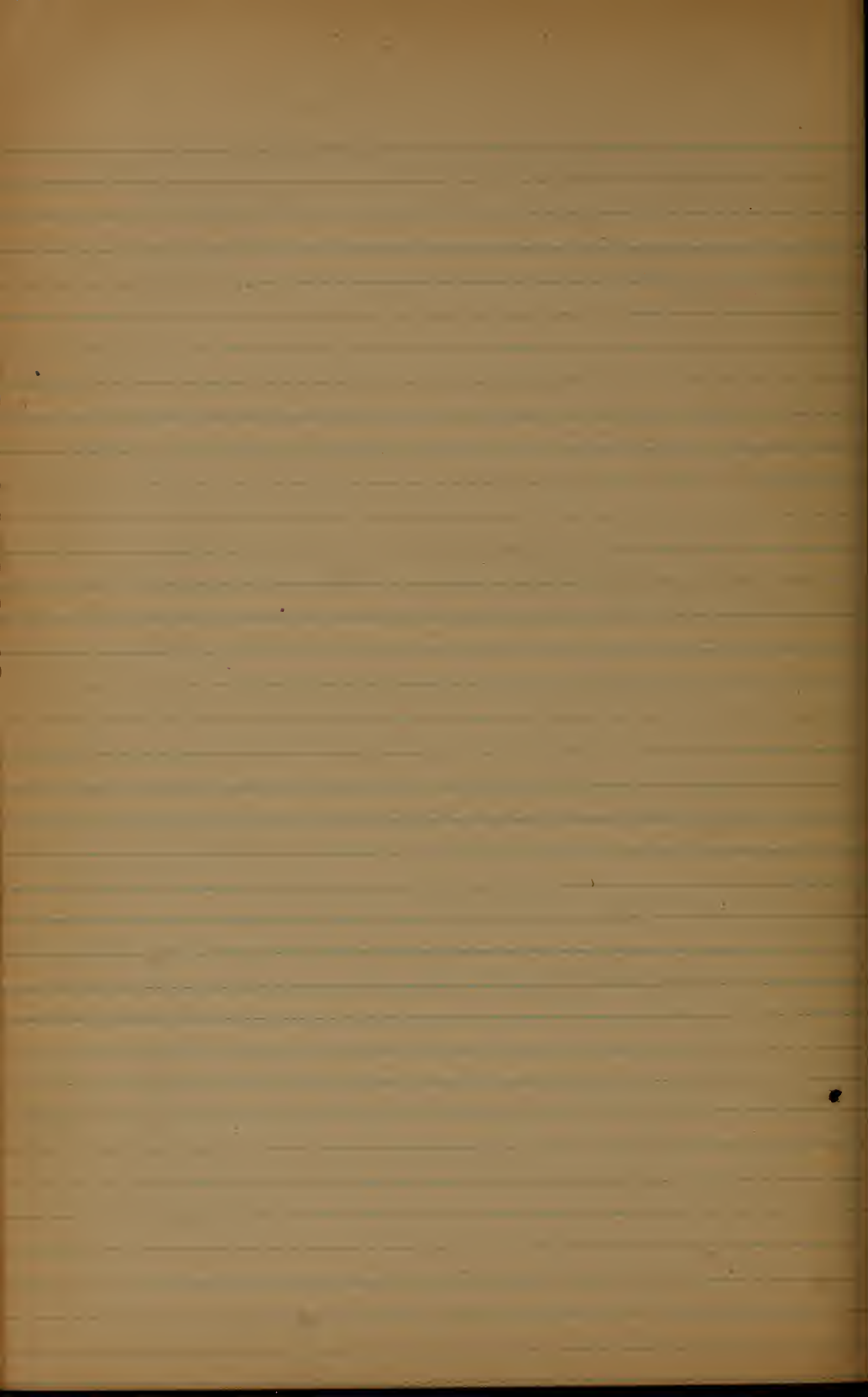
117. Where issues of clothing have been made to such extent during a quarter as to require two or more receipt-rolls they will not be gummed together, but numbered in a regular series.

Receipt-rolls will be folded as indicated by the indorsement on the printed forms, except where it is more convenient to send them in a roll, as is the case at posts where large issues are made.

118. The returns will be folded as indicated by the indorsement on the printed forms.

The words "examined and approved," which appear on some returns, do not affect the responsibility of an officer, and can be omitted.

119. One set of invoices, receipts, certified statements, etc., used as vouchers, should be arranged in the order of numbers, and a paper slip put around them to keep them together, and then put up with the copy of the returns for the bureaus. In like manner should be arranged a set of invoices, receipts, statements, etc., to accompany the copy of the returns for the Quartermaster.



120. In forwarding returns care should be taken to see that all papers connected with them are transmitted in one package. The copies intended for the Quartermaster will be forwarded under cover to the Commandant of the corps.

121. Returns, requisitions, vouchers, and reports on prescribed printed forms, which are complete in themselves and properly authenticated, and do not require special explanation, will not be accompanied by a letter of transmittal.

122. All reports, requisitions, clothing, and other accounts, directed to be kept by officers and non-commissioned officers commanding marine guards, will be forwarded, when the flag-ship is present (inclosed in envelopes, unsealed, addressed to the Colonel Commandant, or the Chief of the Bureau to which they are made), through the commanding officer of the vessel to the fleet officer of marines, by whom, after examination, they shall be forwarded through the chief-of-staff.

In the absence of the flag-ship, they shall be sent direct, through the commanding officer of the vessel.

Returns from posts will be inclosed and addressed in like manner and forwarded through the commanding officer of the post and the naval commandant of the station.

FORAGE.

123. The forage ration for a horse is 14 pounds of hay, and 12 pounds of oats, corn or barley, and 100 pounds of straw, per month. In special cases of hard service or exposure, the Quartermaster may authorize the grain ration to be increased, not to exceed 3 pounds, and forage in kind will be issued only during the month when due (see forms 24 and 25).

124. Forage in kind is only furnished to officers for horses owned and actually kept by them in the performance of their official duties, when serving with troops in the field, or at a military post or station, and for the following number of horses: Colonel Commandant, Colonel, Lieutenant-Colonel, Major, and Assistant Quartermaster, with the rank of Captain, each two; mounted officers will not use public horses and at the same time draw forage for their own.

125. An officer not mounted may purchase forage for one horse kept for his own use, for which he will be charged cost, including transportation.

126. An officer shall not sell, or allow to be sold, the forage issued for his own or the public animals under his charge; nor shall he use, dispose of, or permit to be used or disposed of, such forage, or any portion thereof, except for the purpose for which it was issued.

FUEL.

127. Officers may purchase the fuel actually needed for their own use from the Quartermaster, at the rate of \$3 per cord, for standard oak wood, or its equivalent in other kinds of fuel, as determined by the War Department.

128. Officers who desire to purchase fuel will make requisition (form 21), payment to be made at the time of sale.

129. The law permits the sale to officers of such fuel only as they actually use; they have no right to sell, barter, exchange, or dispose of it. Fuel will be sold only on the officer's certificate that it is for his personal or family use.

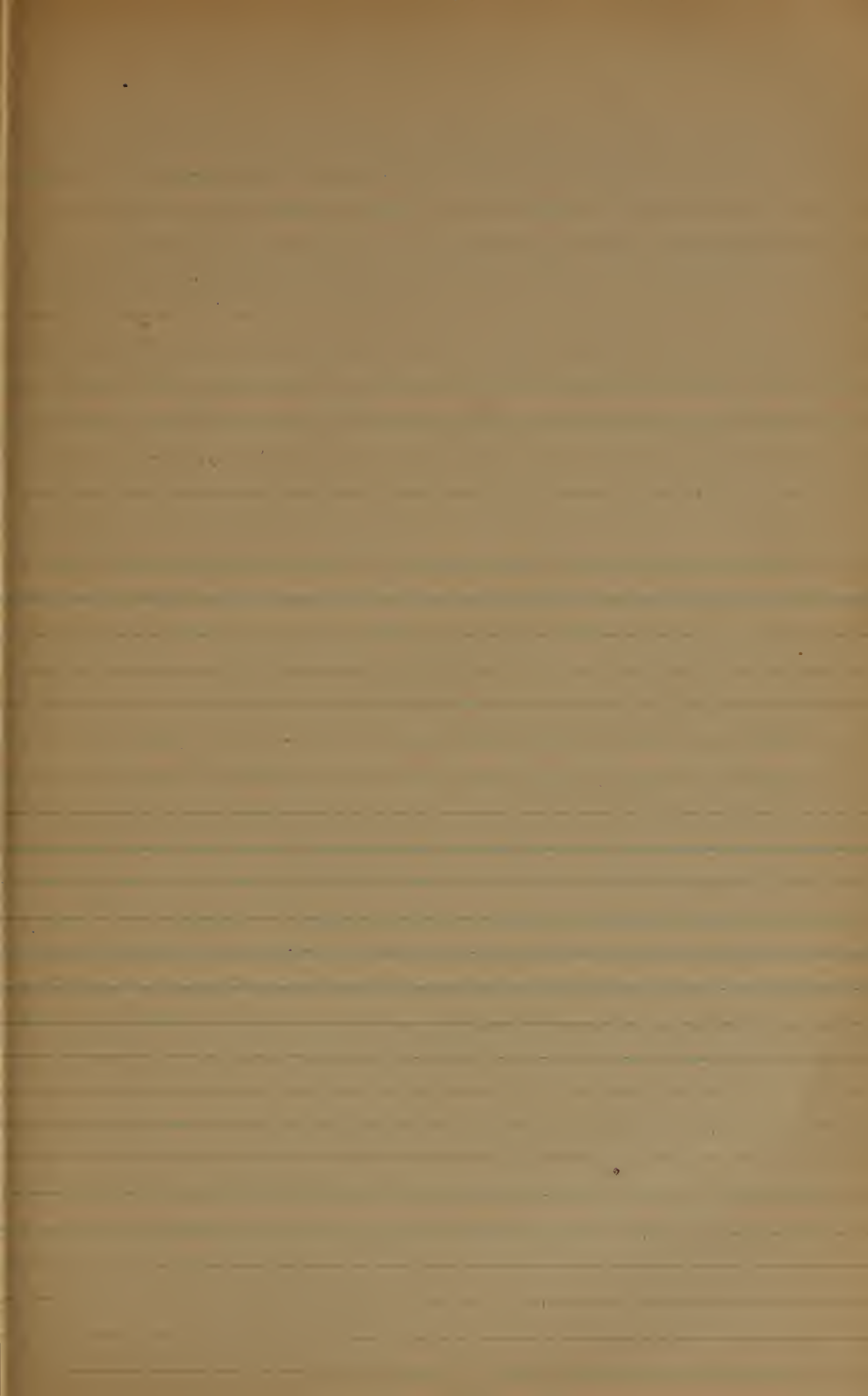
130. Merchantable oak wood is the standard; the cord is 128 cubic feet.

131. An officer may purchase one-sixth of his allowance of fuel in kindling wood, which will be issued as equivalent in quantity to standard oak wood.

132. Fuel issued to troops is public property. Any portion not actually consumed by them shall be taken up on the quarterly returns of the officer commanding the post. Fuel, however, so issued, and not consumed in quarters, may be used in baking the soldiers' bread.

133. Fuel will be furnished to officers only in the month, and issued to troops only in the quarter when due. The cheapest fuel at the place of issue will, all things considered, be furnished.

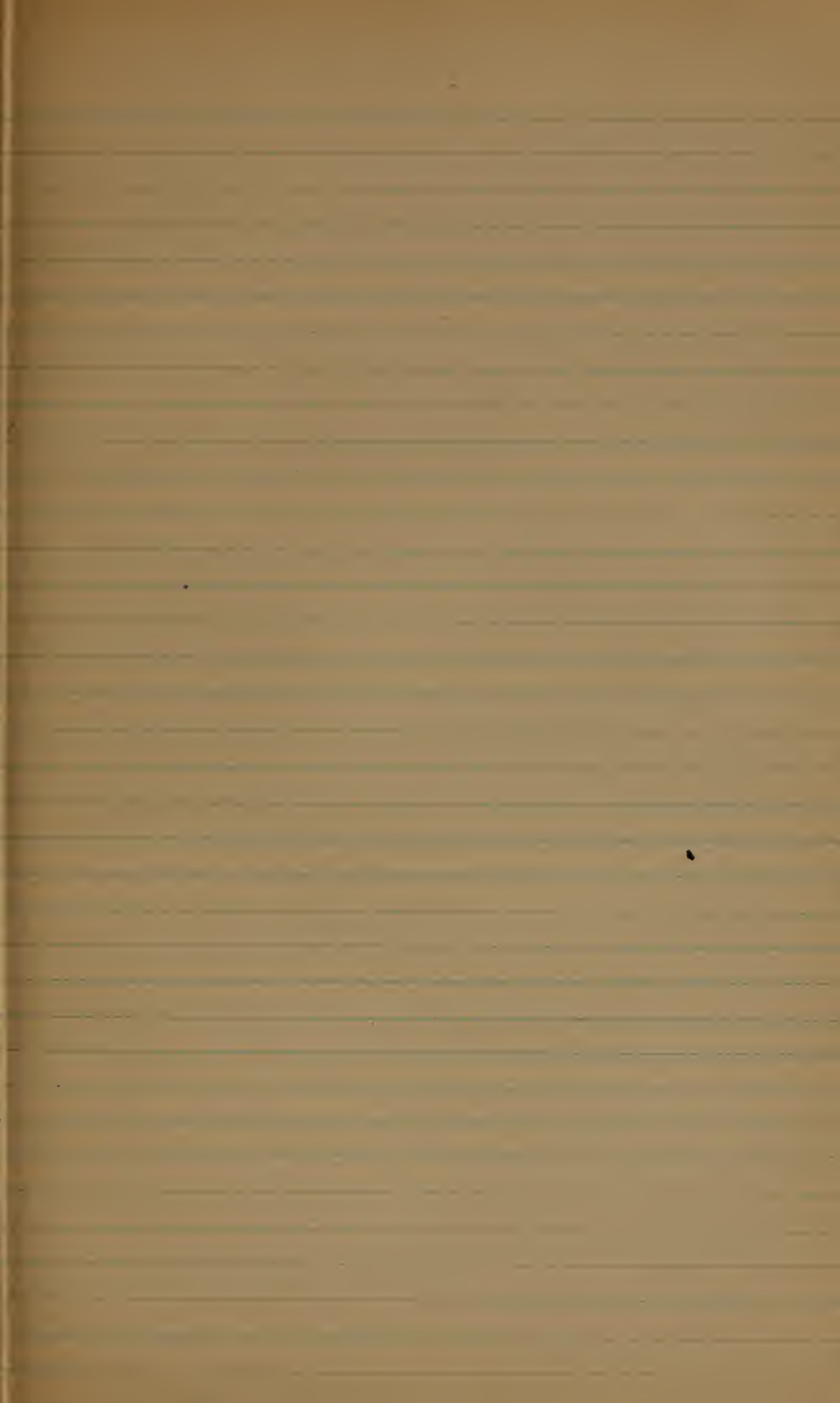
134. A quarterly abstract of receipts and expenditures of fuel (forms 22 and 23) at the respective posts and stations will be forwarded by the Quartermaster of the Corps to the Fourth Auditor as a subvoucher of his expenditures.

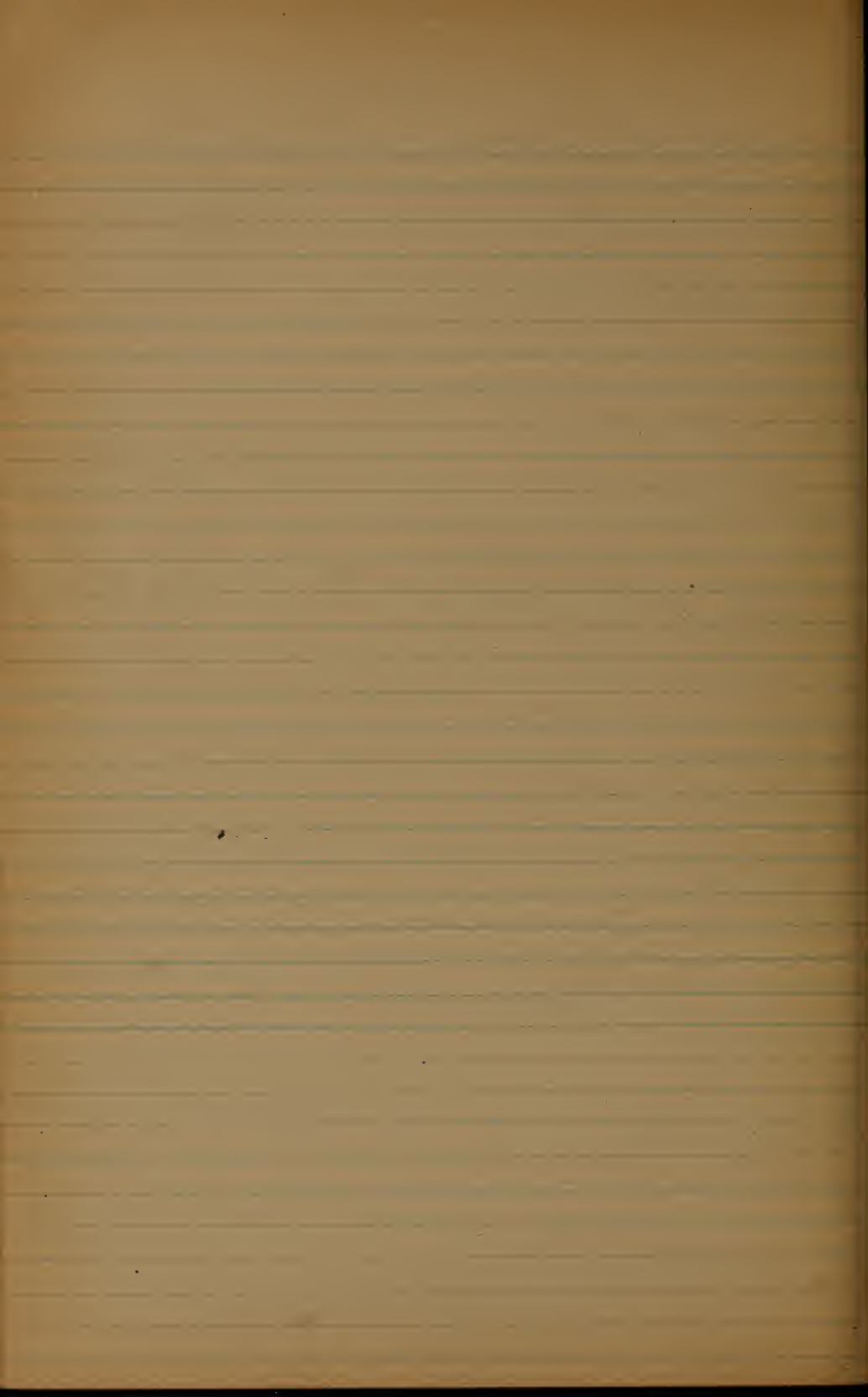


11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
602
603
604
605
606
607
608
609
610
611
612
613
614
615
616
617
618
619
620
621
622
623
624
625
626
627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642
643
644
645
646
647
648
649
650
651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667
668
669
670
671
672
673
674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769
770
771
772
773
774
775
776
777
778
779
780
781
782
783
784
785
786
787
788
789
790
791
792
793
794
795
796
797
798
799
800
801
802
803
804
805
806
807
808
809
810
811
812
813
814
815
816
817
818
819
820
821
822
823
824
825
826
827
828
829
830
831
832
833
834
835
836
837
838
839
840
841
842
843
844
845
846
847
848
849
850
851
852
853
854
855
856
857
858
859
860
861
862
863
864
865
866
867
868
869
870
871
872
873
874
875
876
877
878
879
880
881
882
883
884
885
886
887
888
889
890
891
892
893
894
895
896
897
898
899
900
901
902
903
904
905
906
907
908
909
910
911
912
913
914
915
916
917
918
919
920
921
922
923
924
925
926
927
928
929
930
931
932
933
934
935
936
937
938
939
940
941
942
943
944
945
946
947
948
949
950
951
952
953
954
955
956
957
958
959
960
961
962
963
964
965
966
967
968
969
970
971
972
973
974
975
976
977
978
979
980
981
982
983
984
985
986
987
988
989
990
991
992
993
994
995
996
997
998
999
1000

135. The Quartermaster will also furnish to the Fourth Auditor, at the expiration of each quarter, an abstract of the officers' requisitions for fuel issued during said quarter, and will charge himself with all moneys received by him on account of sale of fuel to officers at Government rates, and will deposit all moneys so received in the Treasury of the United States at the expiration of each quarter.







FORMS.

The following forms for arms, accoutrements, and clothing are filled up fictitiously to illustrate the method of keeping accounts and making returns as explained in the preceding instructions.

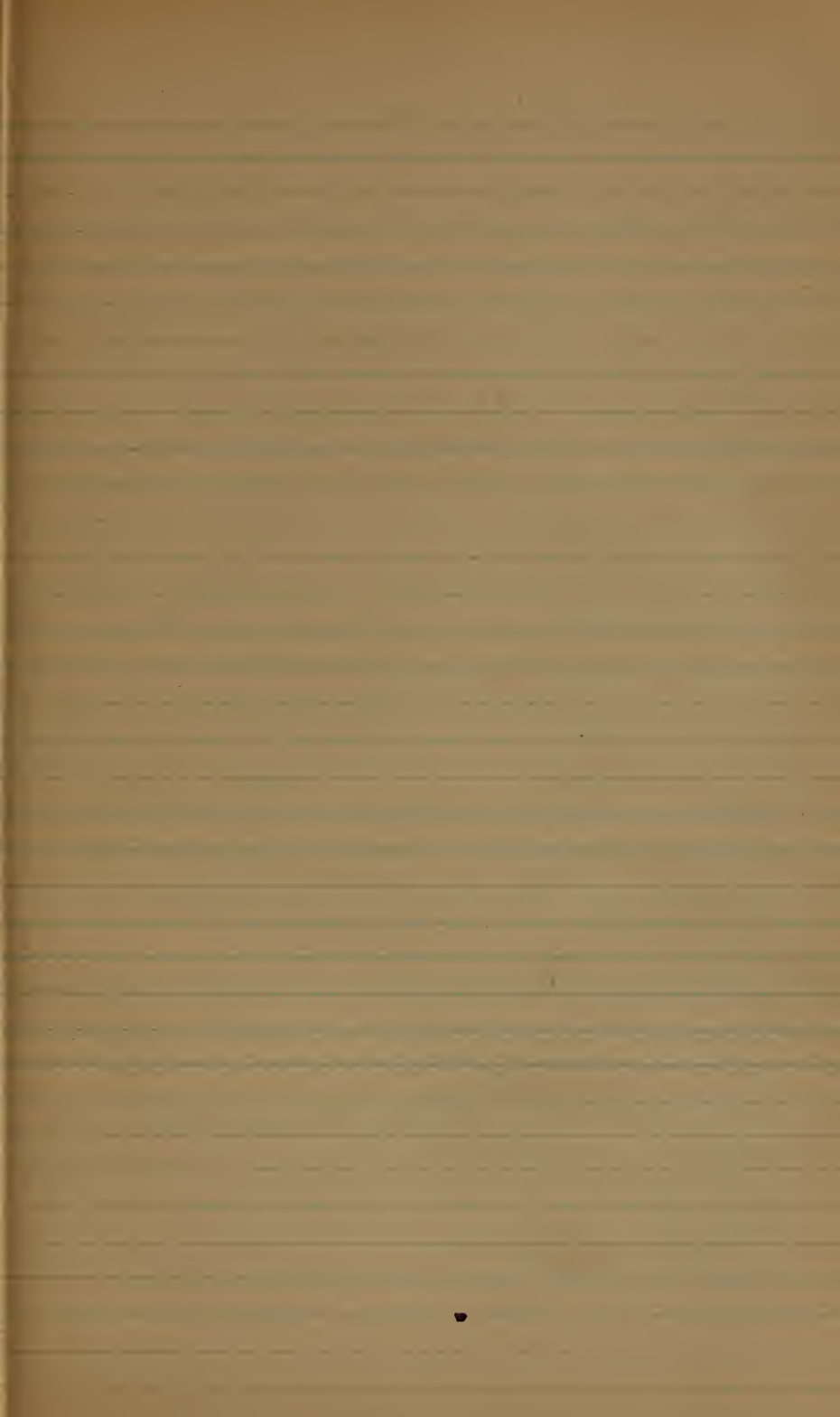
Should it ever become necessary to make any of the forms in manuscript (see Par. 97) the general arrangement of the articles indicated in the forms given will be observed.

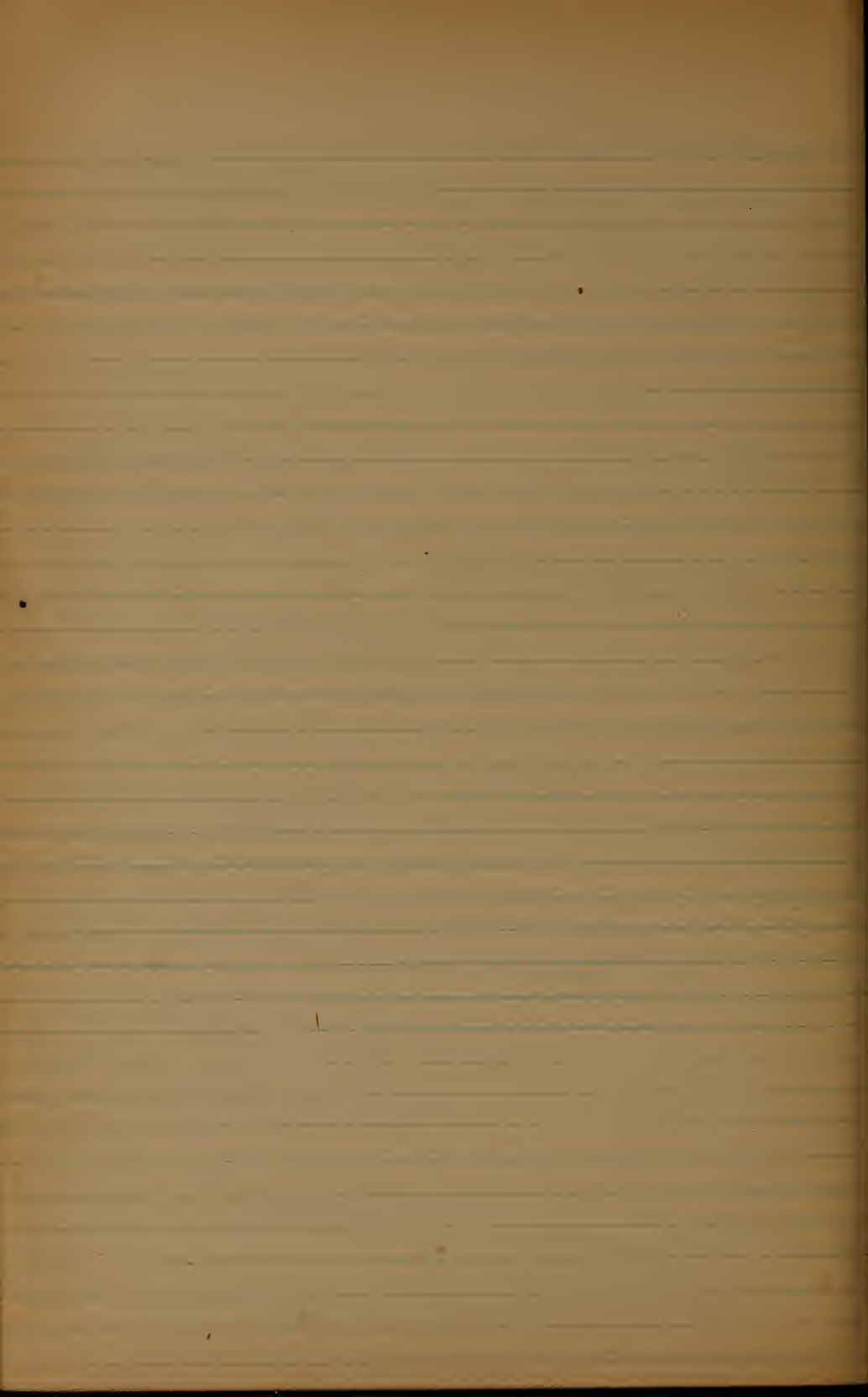
Requisitions for stationery and blank forms (except such as are supplied by the offices of the Adjutant and Inspector and Paymaster), will be made upon the Assistant Quartermaster's office, U. S. Marine Corps, Headquarters, Washington, D. C.

FORMS.

Numbers and titles of forms.

No. of form.	Title.
1	Return for arms and accoutrements.
2	Invoice.
3	Receipt.
4	Articles lost or destroyed.
5	Statement of charges.
6	Board of survey.
6 a	Allowance table of clothing.
6 b	Account-current for clothing.
7	Requisition.
8	Return for clothing.
9	Receipt-roll for regular issues.
10	Receipt-roll for extra issues.
11	Account of sales.
11 a	Account to be kept in general clothing-book.
12	Clothing account in case of transfer or discharge.
13	Requisition and receipt book.
13 a	Allowance table of clothing for marine guards.
13 b	Price-list of Springfield rifle.
14	Monthly statement for clothing.
15	Monthly statement for arms and accoutrements.
16	Return for furniture.
17	Receipt for furniture.
18	Inventory of furniture.
19	Survey of furniture.
20	Return for equipage and quartermaster's stores.
21	Requisition for fuel for officers.
22	Consolidated requisition for fuel.
23	Return of fuel.
24	Requisition for forage for private horses.
25	Requisition for forage for public horses.
APPENDIX.	
A	Special requisitions—Coats.
B	Special requisitions—Trousers.
C	Special requisitions—Drawers.
D	Special requisitions—Shirts.
E	Directions for measuring for clothing.





Form 1.

[Referred to in Paragraphs 91, 92, 98, 100, 105, and 115.]

RETURN of Arms, Accoutrements, etc., in charge of *First Lieut. J. B., U. S. M. C., for part of the quarter ending December 31, 1889.*

DATE.	FROM WHOM RECEIVED.	Number of voucher.	REMARKS.																									
Dr.			SWORDS.										DRUMS.															
			Sergeants.	Musicians.	Troops.	Cartridge-boxes.	Wrist-plates.	Crescents and straps	(pairs).	Devices and shields.	Blanket bags (com- plete).	Haversacks and straps.	Canteens.	Complete.	Heads (batter).*	Heads (snarcs).*	Skins.	Snarcs (sets).*	Sticks (pairs).	Stick-carriages.	Keys.	Meat-cans.	Knives.	Forks.	Spoons.	"F" trumpets.	Trumpet-slugs.	
1889.	Nov. 9	1	Capt. R. V.	50	50	50	3	3	5	50	50	70	50	50	2	6	6	2	3	6	2	3	50	50	50	5	5	Baltimore, Md.
	Total to be accounted for.			50	50	50	3	3	5	50	50	70	50	50	2	6	6	2	3	6	2	3	50	50	50	5	5	
Cr.			TO WHOM DELIVERED.																									
Nov. 21	First Sergt. H. C.	2	8	8	8	1	1	8	8	16	8	8	1	1	1	1	1	1	1	1	1	1	1	1	1	1	U. S. S. Cincinnati.	
Part of second quar- ter, 1889-'90.	Lost or destroyed.	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	Unavoidable.		
	Expended.	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	Loss preventable.		
Dec. 5	Surveyed and condemned.	5	1	1	1	1	1	1	1	1	19	3	3	3	1	1	1	1	1	1	1	1	1	8	8	3	As per report trans- mitted on 6th inst.	
Dec. 31	In use by guard.		40	40	40	2	1	3	40	40	40	40	80	1	1	1	1	1	1	1	1	1	1	1	1	2		
Dec. 31	In store.		1	2	2	1	1	1	1	4	43	42	39	5	5	3	3	3	3	3	3	3	3	3	42	42	3	Serviceable.
	Total accounted for.		50	50	50	3	3	5	50	50	70	50	50	2	6	6	2	3	6	2	3	50	50	50	5	5		

* Can be dropped as "expended," without survey, Par. 65.

I certify that the above Return exhibits a correct statement of the Arms, Accoutrements, etc., in my charge during part of the quarter ending December 31, 1889.

Post-office address: U. S. S. Onio, Baltimore, Md.

Dec. 31, 1889.

NOTES.—The copy of this return intended for the Chief of Ordnance, U. S. Army (see Par. 92), would contain only the Springfield rifles received from the Army.

Officers will seldom have a greater number of receipts and issues to enter than there are blank lines prepared for them on the printed forms; but when they do, the receipts or issues, as the case may be, can be consolidated into an abstract, ruled in conformity with the return, so that the date, number, name of invoicing or receiving officer, and name and number of articles so received or issued, can all be entered on it.

The sum of all the articles so entered in the abstract, as taken from the total on the bottom line, should be entered in its proper portion of the return, and dated the number of the quarter for which the return is made.

First Lieut. U. S. M. C., Comd'y. Marine Guard.

(Form No. 1.)

Return of arms, etc.,

from

Nov. 9 to Dec. 31,

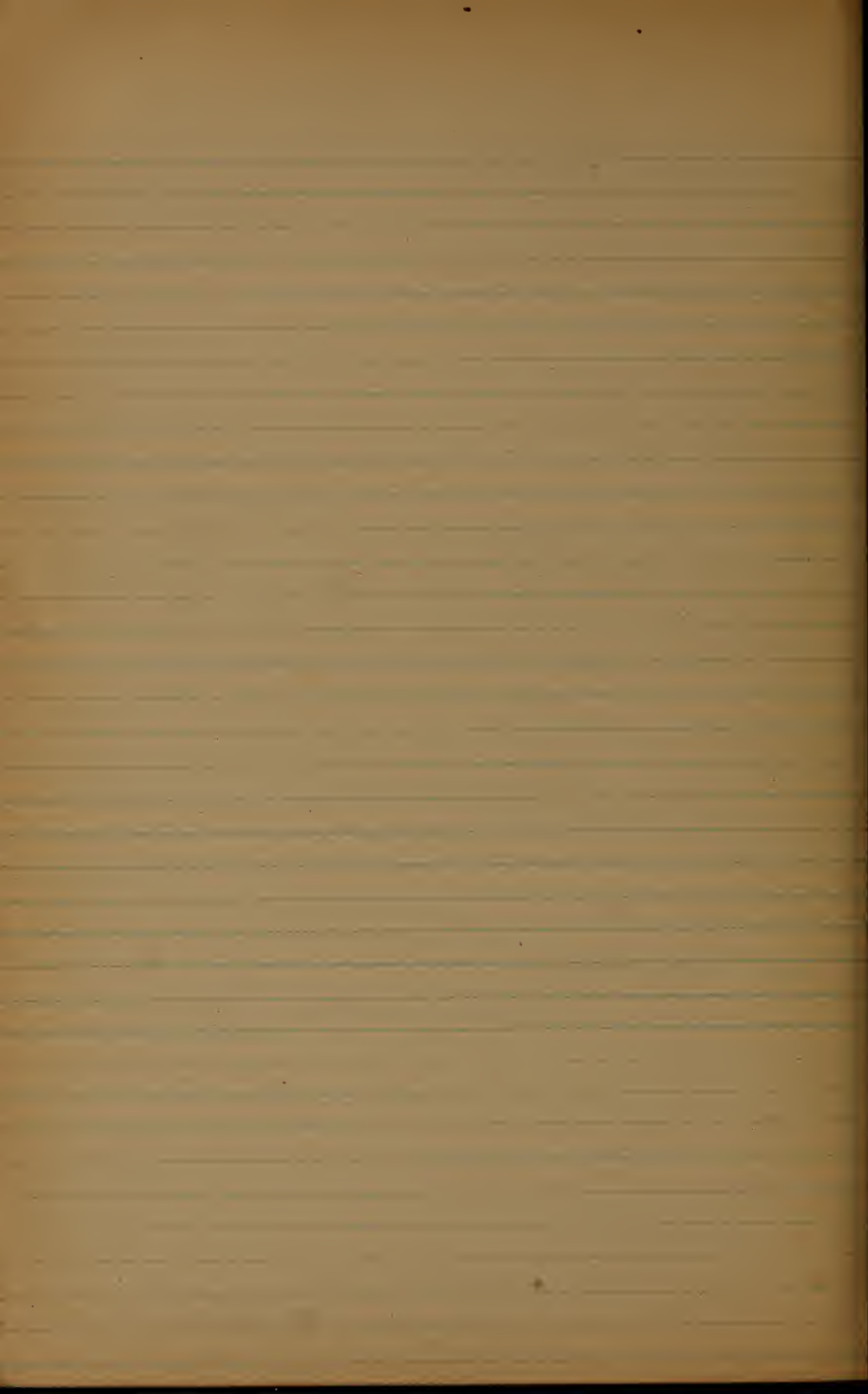
part of

Second quarter, 1889-90,

rendered by

J. B., First Lieut., U. S. M. C.,
U. S. S. Ohio.





Form 2.

FORM OF INVOICE FOR A SIMPLE TRANSFER OF STORES.

[Referred to in Paragraph 23.]

INVOICE of Arms, Accoutrements, etc., transferred this 9th day of November, 1889, by Capt. R. V., U. S. M. C., at Marine Barracks, Baltimore, Md., to First Lieut. J. B., U. S. M. C., commanding Marine Guard of U. S. S. Ohio.

No. or quantity.		ARTICLES.	Condition when delivered.	Remarks.
50	Fifty	Springfield rifles (cal. 45)	Good	Serviceable.
50	Fifty	Rifle-slings	Good	
50	Fifty	Bayonets	Good	
50	Fifty	Bayonet-scabards	Worn	
3	Three	Sergeants' swords	Good	
3	Three	Musicians' swords	Good	
5	Five	Sword-frogs	Good	
50	Fifty	Cartridge-boxes	Good	
50	Fifty	Waist-belts	Good	
50	Fifty	Waist-plates	Good	
50	Fifty	Crescents and straps (pairs)	Good	Serviceable.
100	One hundred	Devices and shields	Good	
70	Seventy	Blanket bags (complete)	Worn	
50	Fifty	Haversacks and straps	Good	
50	Fifty	Canteens	Good	
2	Two	Drums (complete)	Good	
6	Six	Drum-heads (batter)	Good	
6	Six	Drum-heads (snare)	Good	
2	Two	Drum-slings	Good	
3	Three	Drum-snare	Good	
6	Six	Drum-sticks (pairs)	Good	
2	Two	Drum-stick carriages	Good	
3	Three	Drum-keys	Good	
50	Fifty	Meat-cans	Good	
50	Fifty	Knives	Worn	
50	Fifty	Forks	Worn	
50	Fifty	Spoons	Worn	
5	Five	"F" trumpets	Good	
5	Five	Trumpet-slings	Good	

I CERTIFY that I have this day transferred to First Lieut. J. B., U. S. M. C., commanding Marine Guard of U. S. S. Ohio, the articles specified in the above list.

R. V.,

Captain U. S. M. C., in charge of Arms, etc.

[To be made in triplicate, and forwarded or delivered to the officer to whom the articles are transferred. He will retain one copy and forward the other two with his returns. A copy of the invoice to contain only the rifles and rifle-slings belonging to the Army will be made and transmitted at the same time to accompany the return for the Chief of Ordnance, U. S. Army.]

(FORM NO. 2.)

VOUCHER NO. 1.

Part of second quarter,
1899-'90.

Invoice of arms, accoutre-
ments, etc.

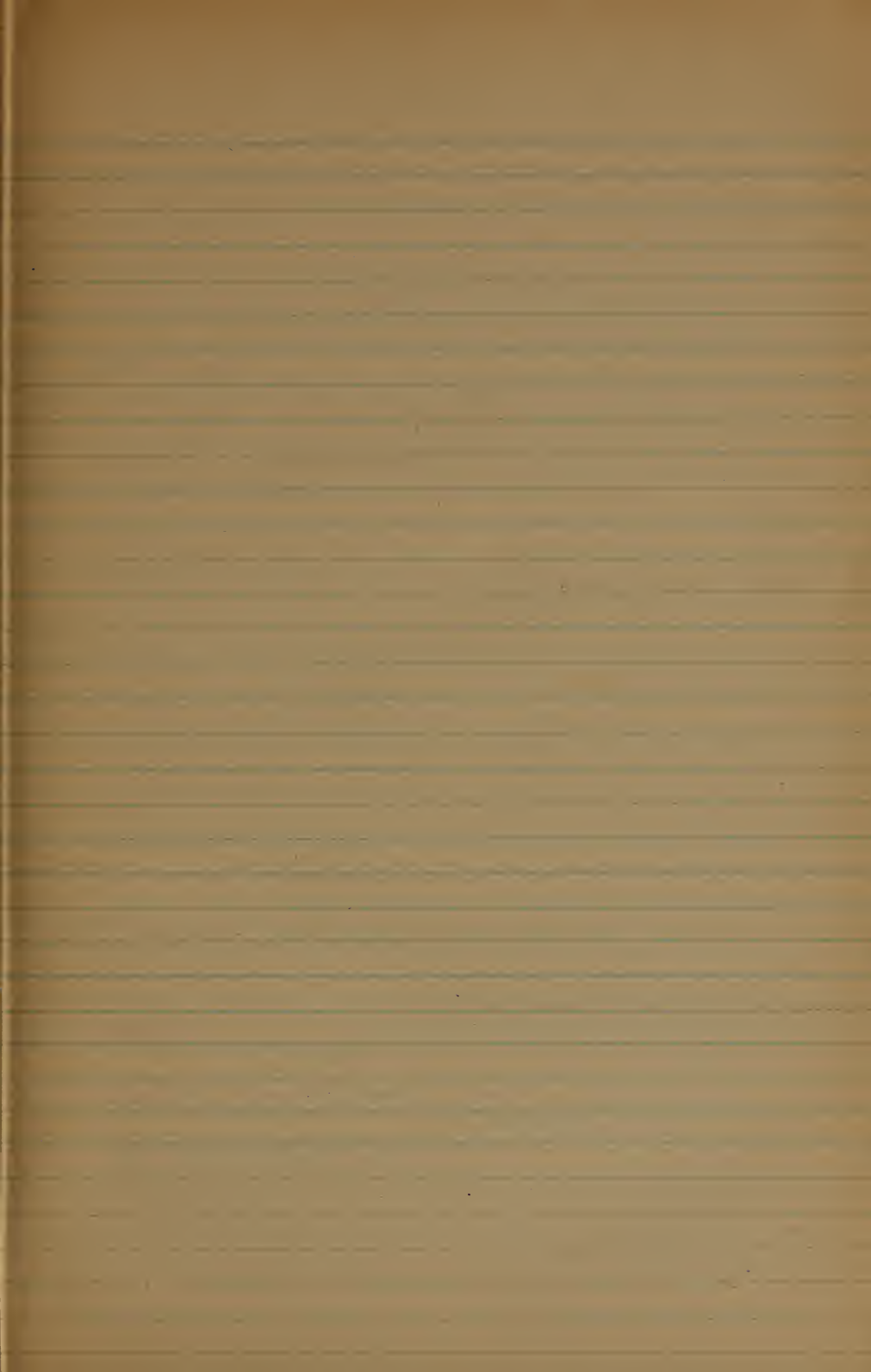
transferred by

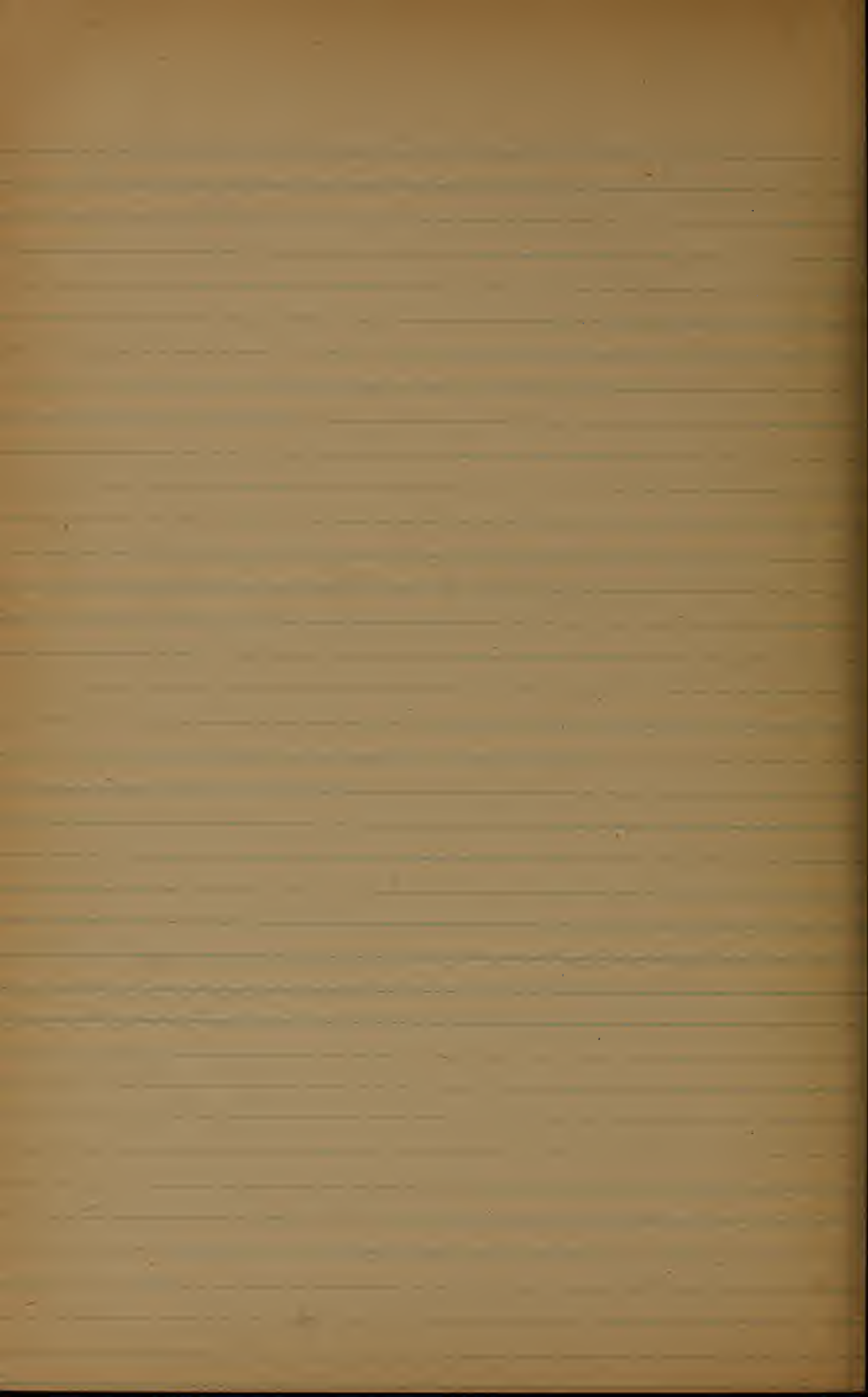
Capt. R. V., U. S. M. C.,
at Baltimore, Md.,

to

First Lieut. J. B., U. S.
M. C., U. S. S. Ohio.

Received 9th day of No-
vember, 1899.





Form 3.

R E C E I P T.

[Referred to in paragraphs 24 and 105.]

RECEIVED this 21st day of November, 1889, from First Lieut. J. B., U. S. M. C., the following articles of arms, accoutrements, etc., for the use of the Marine Guard, U. S. S. Cincinnati, as per invoice dated 21st day of November, 1889.

No. or quantity.		ARTICLES.	Condition.	Remarks.
8	Eight.....	Springfield rifles, cal. .45.....	Good	Serviceable.
8	Eight.....	Rifle slings	Good	
8	Eight.....	Bayonets	Good	
8	Eight.....	Bayonet scabbards	Worn	
1	One.....	Musician's sword.....	Good	
1	One.....	Sword frog	Good	
8	Eight.....	Cartridge boxes	Good	
8	Eight.....	Waist belts.....	Good	
8	Eight.....	Waist plates.....	Good	
8	Eight.....	Crescents and straps (pairs).....	Good	
16	Sixteen	Devices and shields.....	Good	Serviceable.
8	Eight.....	Blanket bags (complete).....	Worn	
8	Eight.....	Haversacks and straps	Good	
8	Eight.....	Canteens	Good	
1	One.....	Drum (complete)	Good	
1	One.....	Drum sling	Good	
1	One.....	Drum sticks (pairs)	Good	
1	One.....	Drum-stick carriage.....	Good	

H. C.,
First Sergt., U. S. M. C.,
In Charge of Marine Guard.

U. S. S. CINCINNATI,
Baltimore, Md.

[To be made in triplicate and forwarded to the officer from whom the articles are received.]

A copy of the receipt containing only the rifles and rifle-slugs belonging to the Army will be made and transmitted at the same time.]

NOTE.—No transfer of property can be made by one officer to another without the approval of the commanding officer.

[Form No. 3.]

VOUCHER No. 2.

Part of second quarter,
1889-'90.

Receipt for arms, accoutre-
ments, etc.,

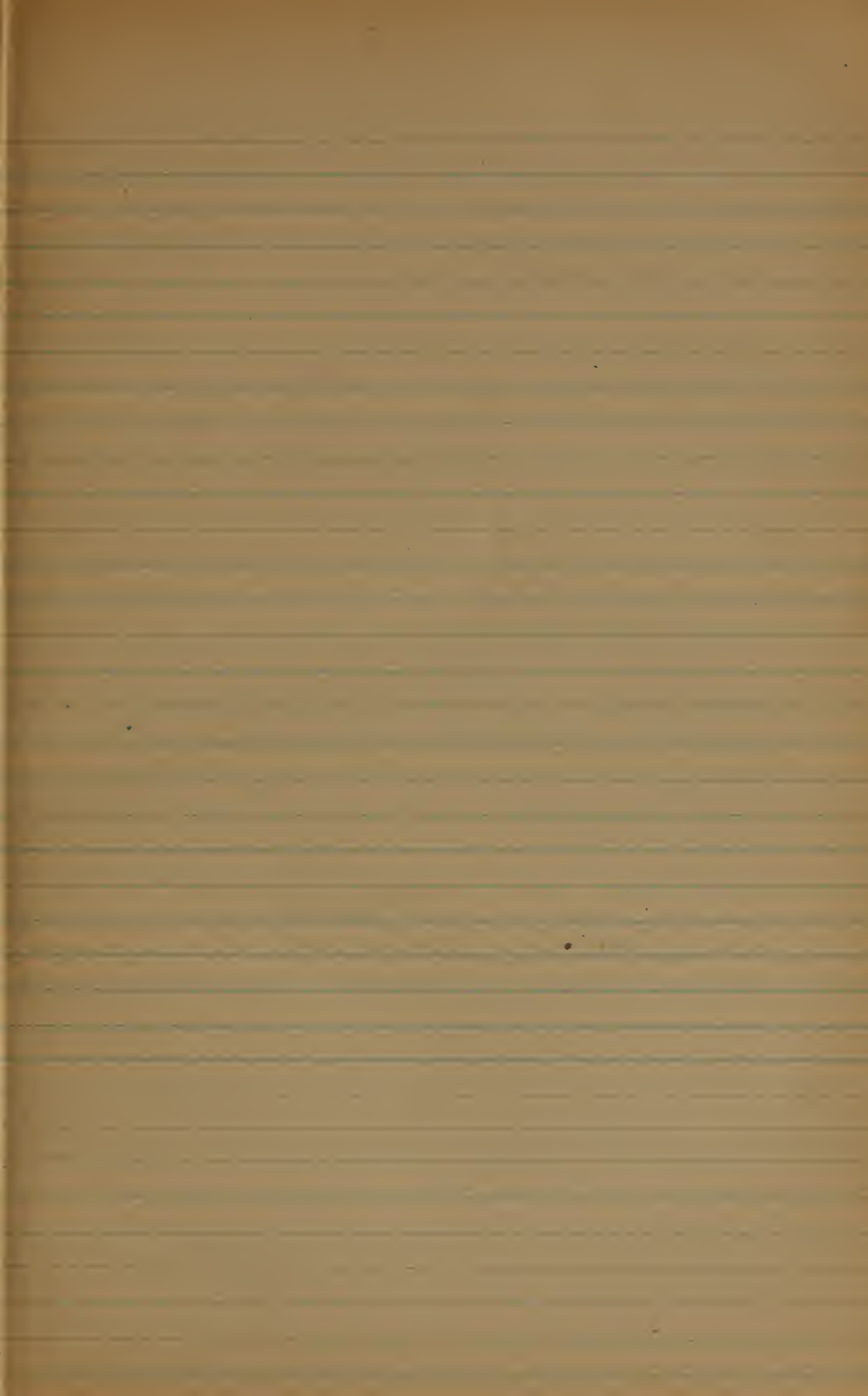
transferred by

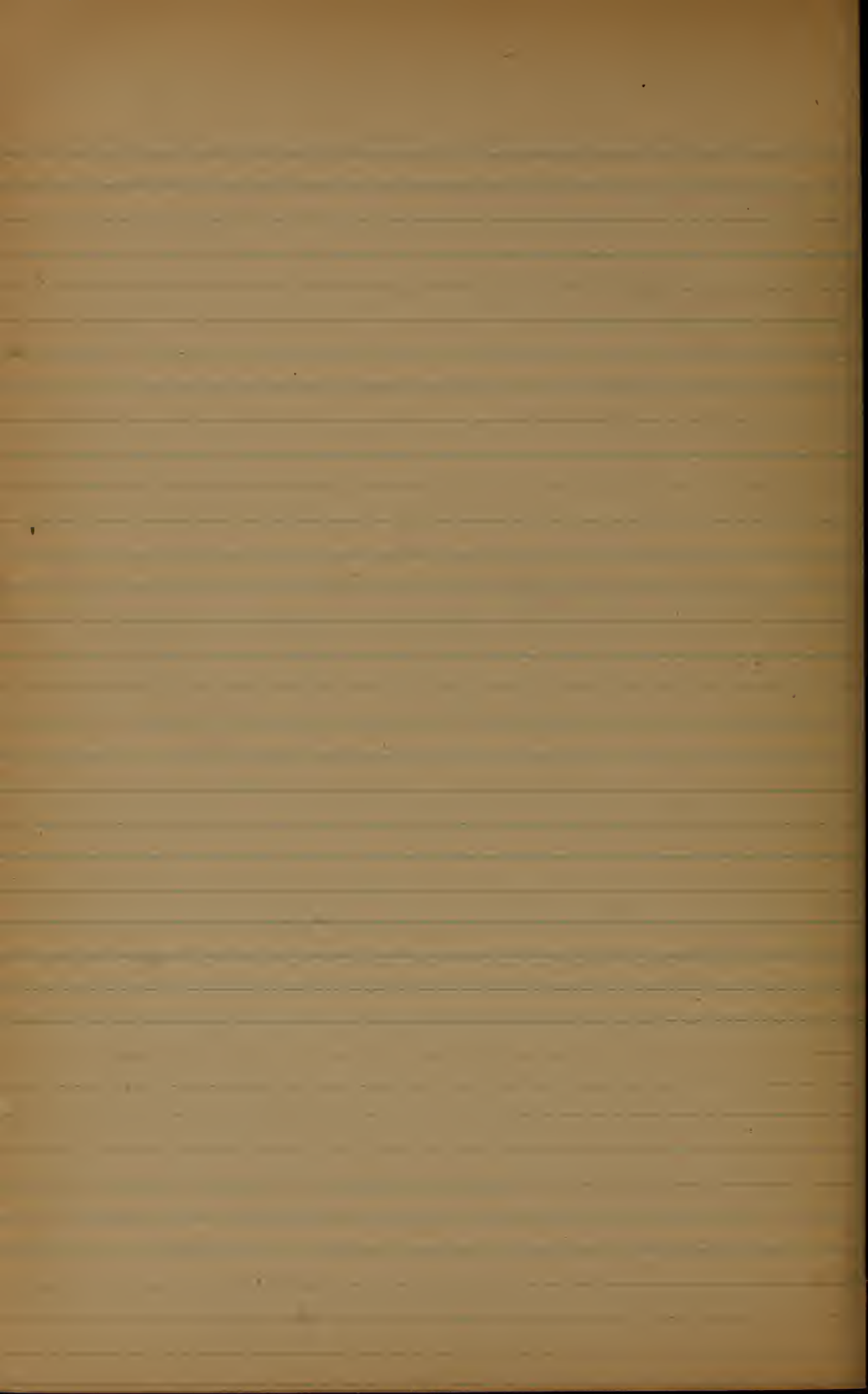
J. B., first lieut. U. S. M. C.,
U. S. S. Ohio,

to

H. C., first sergt. U. S. M. C.,
U. S. S. Cincinnati.

As per invoice dated
the 21st day of Nov., 1889.





Form 4.**STATEMENT OF ARMS AND ACCOUTREMENTS LOST OR DESTROYED.****(Unavoidable.)**

[Referred to in paragraphs 69 and 106.]

U. S. S. OHIO,

Baltimore, Md., December 31, 1889.

I CERTIFY that on the 24th day of December, 1889, the below-mentioned rifle was lost under the following circumstances:

Private J. H., a member of the guard, armed and equipped for post, when about to take his station on port gangway had his rifle knocked overboard from his hands by a block falling from aloft, and it could not be recovered.

J. B.,

*First Lieut. U. S. M. C.,**Comdg. Marine Guard.*

Approved:

W. S.,

Capt., U. S. N., Commanding.

(One with each copy of the return. One to be retained.)

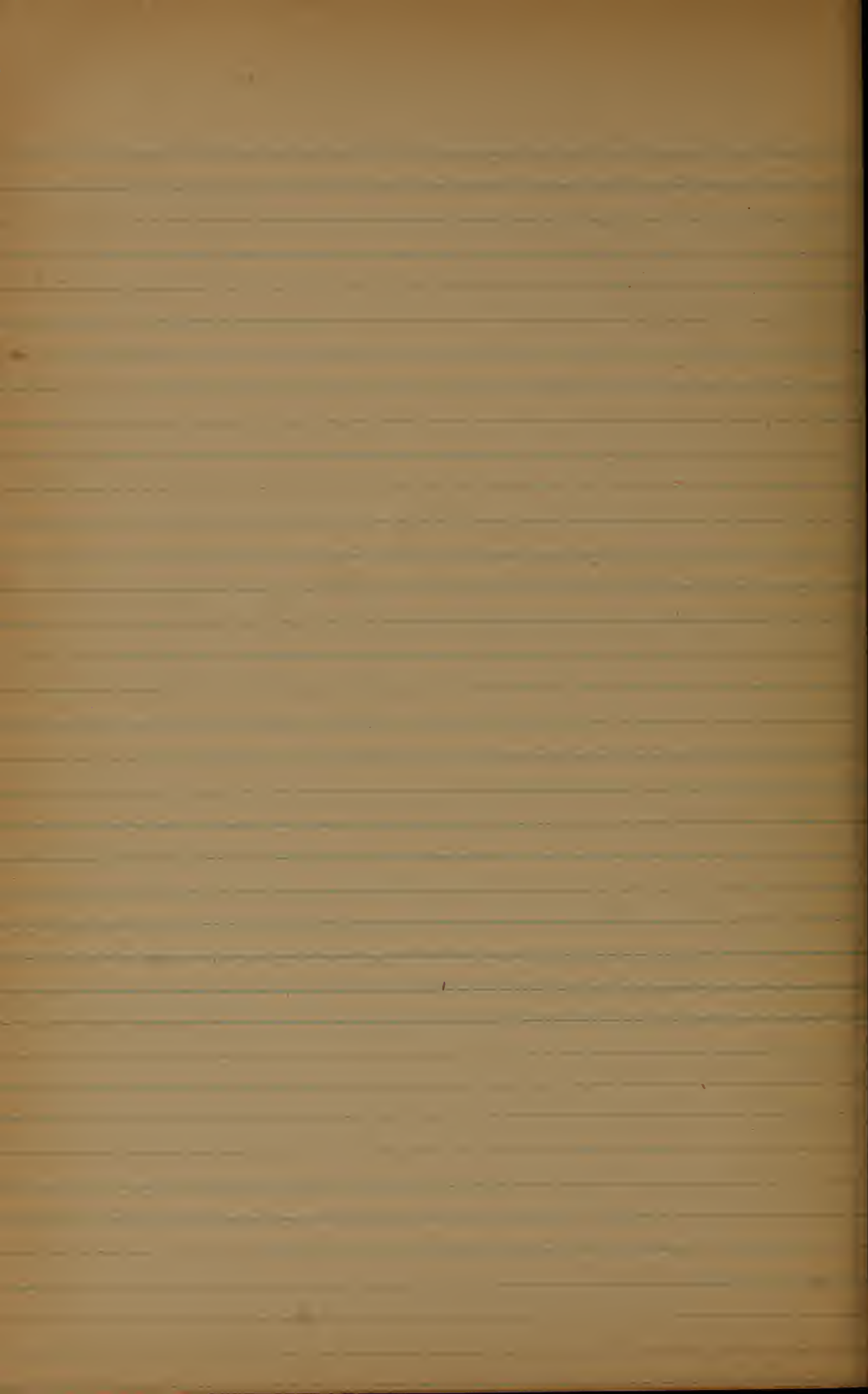
[FORM No. 4.]

VOUCHER No. 3.

Part of 2nd Quarter,
1889-'90.

Statement of arms, ac-
couterments, etc.,
accidentally
lost.

Made by J. B. 1st Lt.
U. S. M. C., U. S. S.
Ohio.



Form 5.**STATEMENT OF CHARGES FOR LOSS OF ARMS, ACCOUTREMENTS, ETC.****(Preventable.)**

[Referred to in paragraphs 36, 73, 74, 76, and 106.]

STATEMENT of arms, accoutrements, etc., in charge of *First Lieut. J. B., U. S. M. C., U. S. S. Ohio, lost or destroyed by neglect, and charged on pay-rolls, during part of 2nd quarter 1889-'90.*

Date.	NAMES.	Rank.	Articles charged.					How lost or destroyed.	On what pay-roll charged.	
			Musician's sword.	Waist belt.	Waist plate.	Crescents and straps.	Values.			
							Dollars.			Cents.
1889.										
Nov. 23	T. D.	Fifer.	1	6	00	Fell overboard through carelessness.	} Quarter ending December 31, 1889.	
Dec. 5	A. M.	Pvt.	...	1	1	...	85	By desertion		
Dec. 20	T. S.	Pvt.	1	1	35	Could not account for them satisfactorily.		
Total amount charged ...			1	1	1	1	8 20			

I CERTIFY that the above-enumerated amounts have been charged against the names mentioned, on the pay-roll of this ship, for the quarter ending December 31, 1889.

J. B.,
First Lieut., U. S. M. C.,
Comdg. Marine Guard.

U. S. S. OHIO,
December 31, 1889.

[IN TRIPPLICATE.—One to the Bureau of Ordnance, U. S. N., and to the Quartermaster with the returns. One to be retained.]

NOTE.—Metallic ornaments, blanket bags, haversacks, etc., in ordinary use by the men, should be charged to them on the pay-rolls when lost or destroyed by their fault and a copy of the charges entered on the above statement (par. 36).

[Form No. 5.]

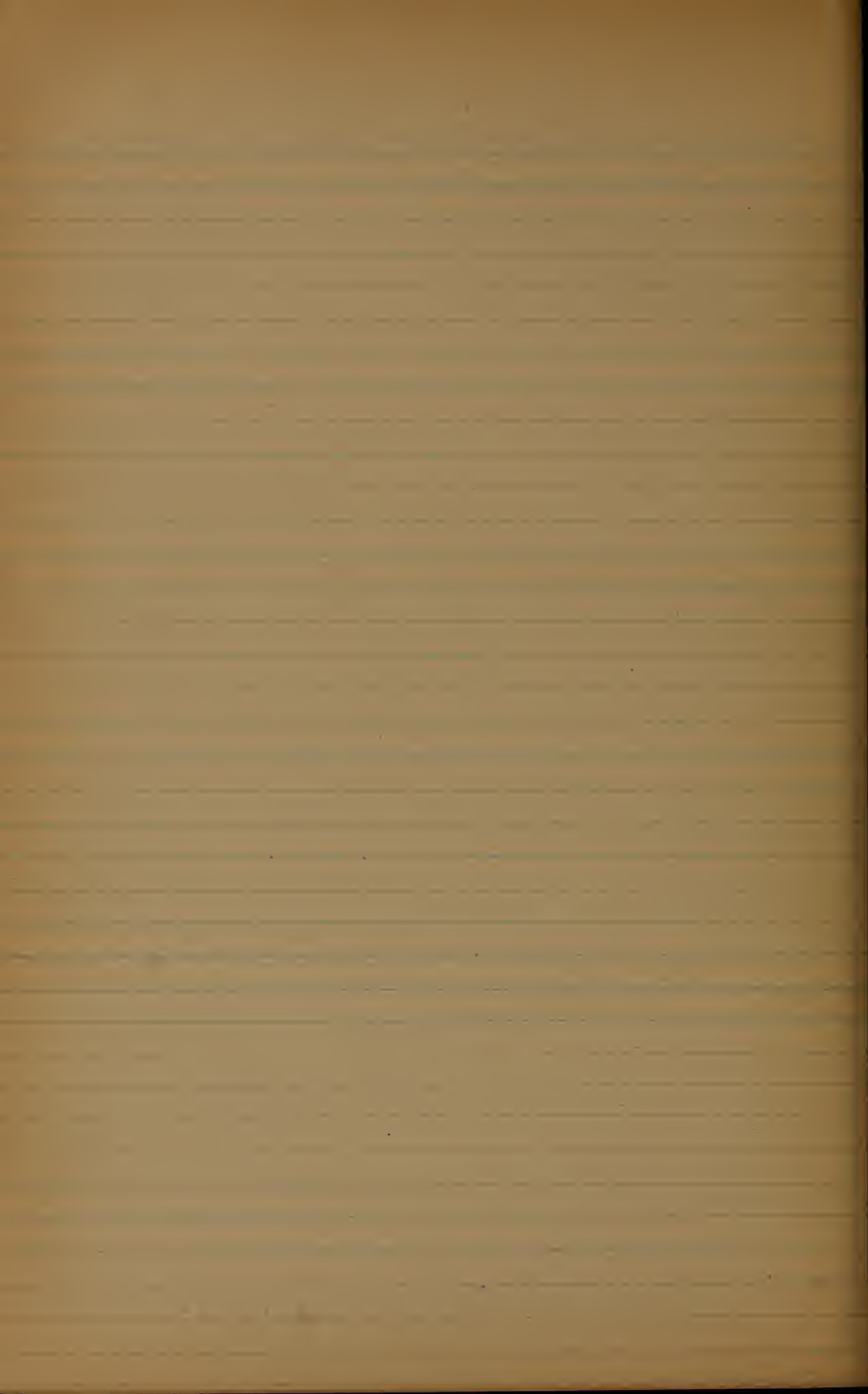
VOUCHER No. 4.

Part of 2d quarter, 1889-90.

Statement of charges for
loss of arms, accou-
trements, etc.

made by

J. B., 1st Lt., U. S. M. C.,
U. S. S. Ohio.



Form 6.

BOARD OF SURVEY.

[Referred to in paragraph 56.]

U. S. S. OHIO,

Baltimore, Md., December 4, 1889.

SIR: I have to request that a survey be ordered on the following articles in my charge which I believe to be unfit for use.

Very respectfully, your obedient servant,

J. B.,

*First Lieut. U. S. M. C.,**Comdg. Marine Guard.*

W. S., U. S. N.,

Comdg. U. S. S. Ohio.

LIST OF ARTICLES REFERRED TO ABOVE:

- (19) Nineteen blanket bags (complete).
- (3) Three canteens.
- (3) Three F trumpets.
- (8) Eight knives.
- (8) Eight forks.
- (8) Eight spoons.

Form 6—Continued.

U. S. S. OHIO,

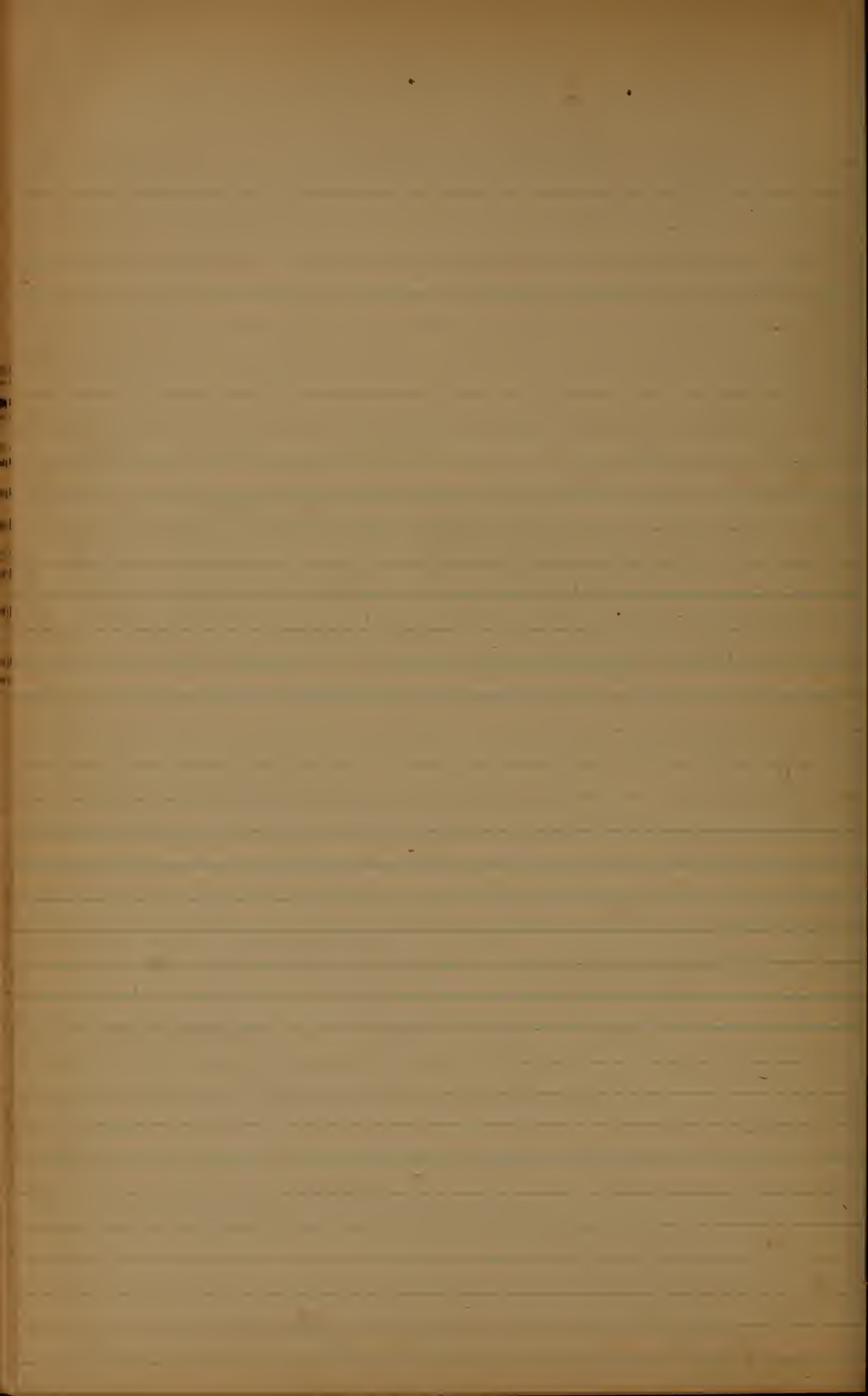
Baltimore, Md., December 4, 1889.

GENTLEMEN: You will hold a strict and careful survey on the articles mentioned in the accompanying request, and report to me, in triplicate, their condition. If, in your judgment, they are unfit for use, you will state the particulars in which they are so and the probable cause, and if there is any reason to believe that proper care has not been taken for their preservation, you will state in whose charge the articles were when damaged, and the amount necessary to be assessed to cover such damage. You will also recommend what disposition should be made of the articles surveyed, and if to be repaired or replaced, the probable cost thereof.

Very respectfully, your obedient servant,

W. S.,

*Capt., U. S. N., Commanding.*Lieut. G. C., *U. S. N.*Lieut. B. E., *U. S. N.*Ensign, A. O., *U. S. N.*



Form 6—Continued.

U. S. S. Ohio,

Baltimore, Md., December 5, 1889.

SIR: In obedience to your order of the 4th inst., we have held a strict and careful survey on the articles mentioned therein, and report as follows, viz.:

That the nineteen (19) blanket bags, three (3) canteens, three (3) F. trumpets, eight (8) knives, eight (8) forks, and eight (8) spoons are unfit for use, having been worn out in the service.

We therefore condemn the above-mentioned articles and recommend their sale at public auction.

Respectfully, your obedient servants,

G. C., *Lieut. U. S. N.*B. E., *Lieut. U. S. N.*A. O., *Ensign U. S. N.*Capt. W. S., *U. S. N.,**Comdg. U. S. S. Ohio.*

Approved:

W. S., *Capt. U. S. N.,**Commanding.*

One to be sent to the Quartermaster U. S. M. C. immediately after the survey. One to the Chief of the Bureau of Ordnance, with the return. One to be retained by the officer asking the survey.

(Form No. 6.)

Voucher No. 5.

Part of 2d quarter, 1889-'90.

Report of Survey

on

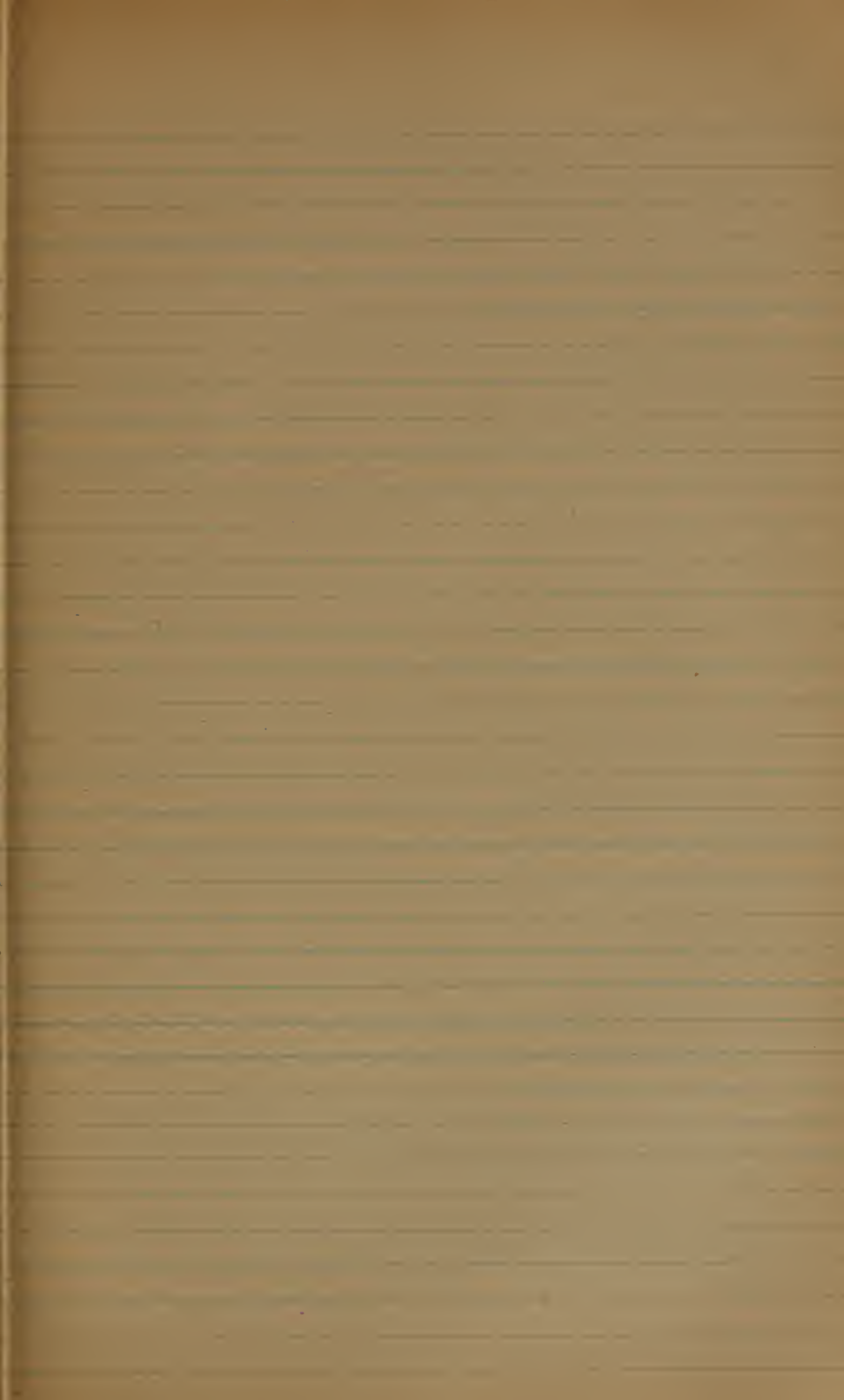
Articles of Accoutrements

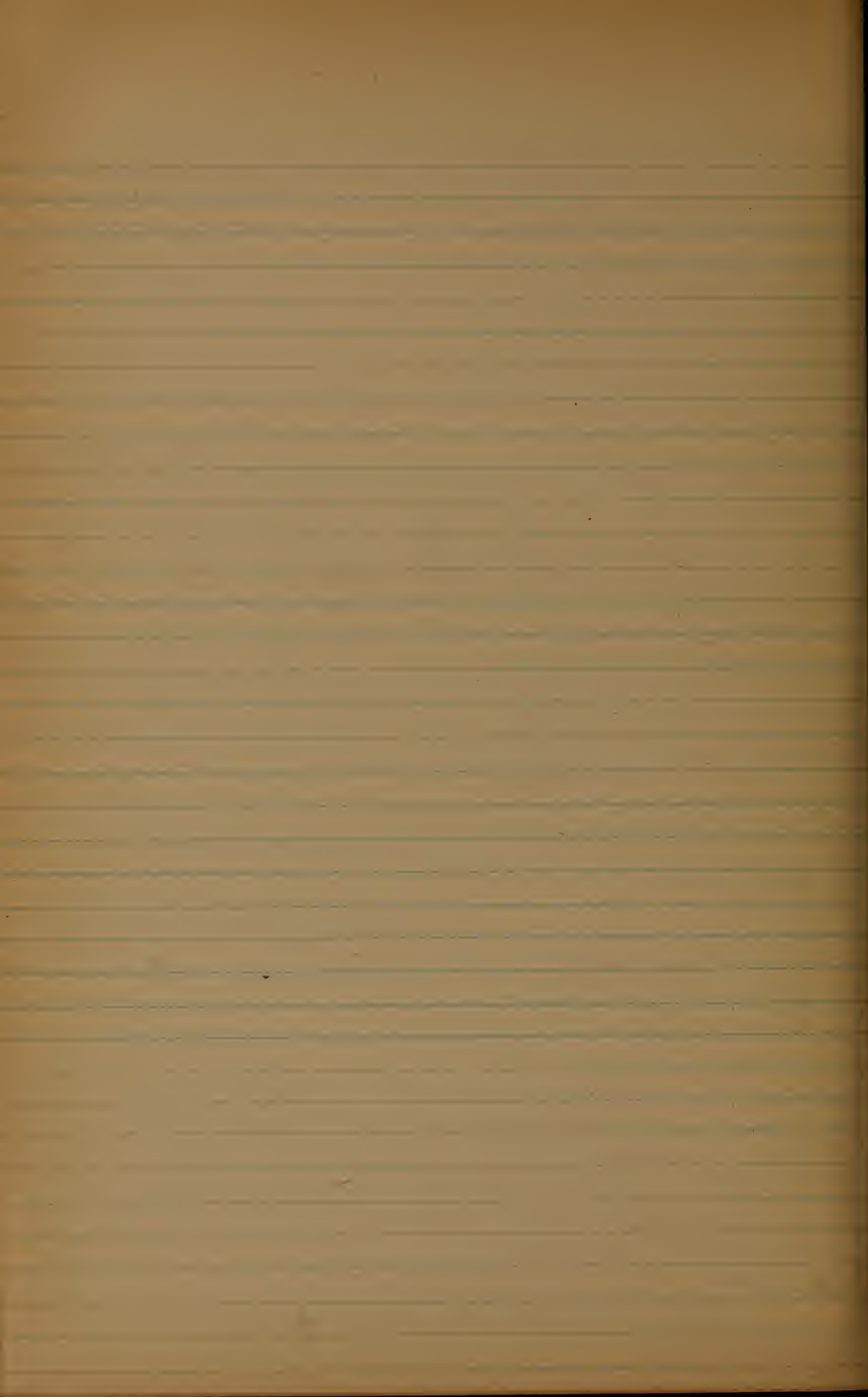
in charge of

J. B., First Lieut. U. S. M. C.,
U. S. S. Ohio.

Ordered by

Capt. W. S., U. S. N.,
Commanding.





Form 6 (a).

[Referred to in paragraph 38.]

Table specifying the allowance of clothing to enlisted men of the Marine Corps, apportioned for each year respectively.

ARTICLE.	For each year.					Total in five years.
	1st.	2d.	3d.	4th.	5th.	
Black helmets	1					1
Helmets, white*						1
Pompons	1					1
Caps, undress	1	1	1	1	1	5
Caps, storm*						1
Cap ornaments†						
Coats, full-dress	1					1
Coats, undress	1		1		1	3
Epaulette bullion (sets)	1					1
Fatigue jackets	1	1	1	1	1	5
Overcoats*	1					1
Field music, full-dress coats	1					1
Gloves, pairs	6	6	6	6	6	30
Trousers, woolen	2	2	1	2	1	8
Trousers, linen	3	1	2	1	1	8
Shirts, flannel	2	2	2	2	2	10
Shirts, under	2	2	2	2	2	10
Drawers, pairs of	2	2	2	2	2	10
Socks (woolen), pairs of	4	4	4	4	4	20
Socks (cotton), pairs of	4	4	4	4	4	20
Shoes, pairs of	3	3	3	3	3	15
Shoes, arctic*						1
Blankets	1		1			2
Suspenders	1		1		1	3
Collars	8	8	8	8	8	40

* One in every five years.

† One ornament is allowed with each cap, and issues in excess of that allowance will be charged as "extra."

NOTES.—Recruits will only be furnished with such articles of clothing as may be absolutely necessary for their comfort. The allowance of chevrons is one pair for each full and undress coat, fatigue jacket, and overcoat allowed by regulations. Any issue beyond that will be an extra issue, and charged against pay the same as any other extra issue. Service stripes will be furnished gratuitously.

When clothing is gratuitously supplied to replace that destroyed to prevent contagion (par. 53) the issue should in no case exceed the actual necessity of the men. It is not intended to replace every article lost—only such as may be necessary for their health and comfort; and such issues will be clothing in kind, not in payment of money. (See decision of Second Comptroller, sec. 490.)

Form 6 (b.)

ACCOUNT-CURRENT.

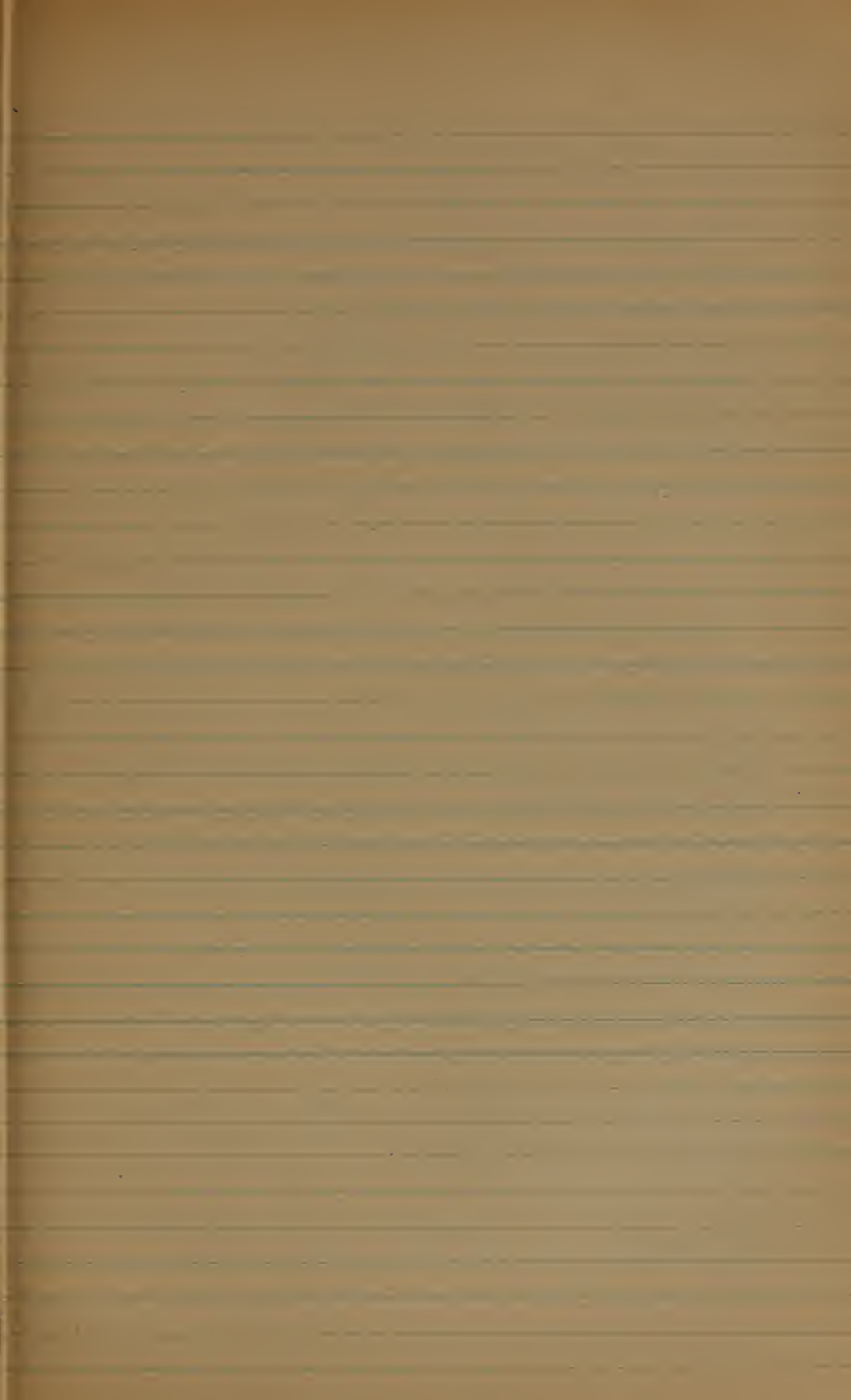
[Referred to in paragraph 90.]

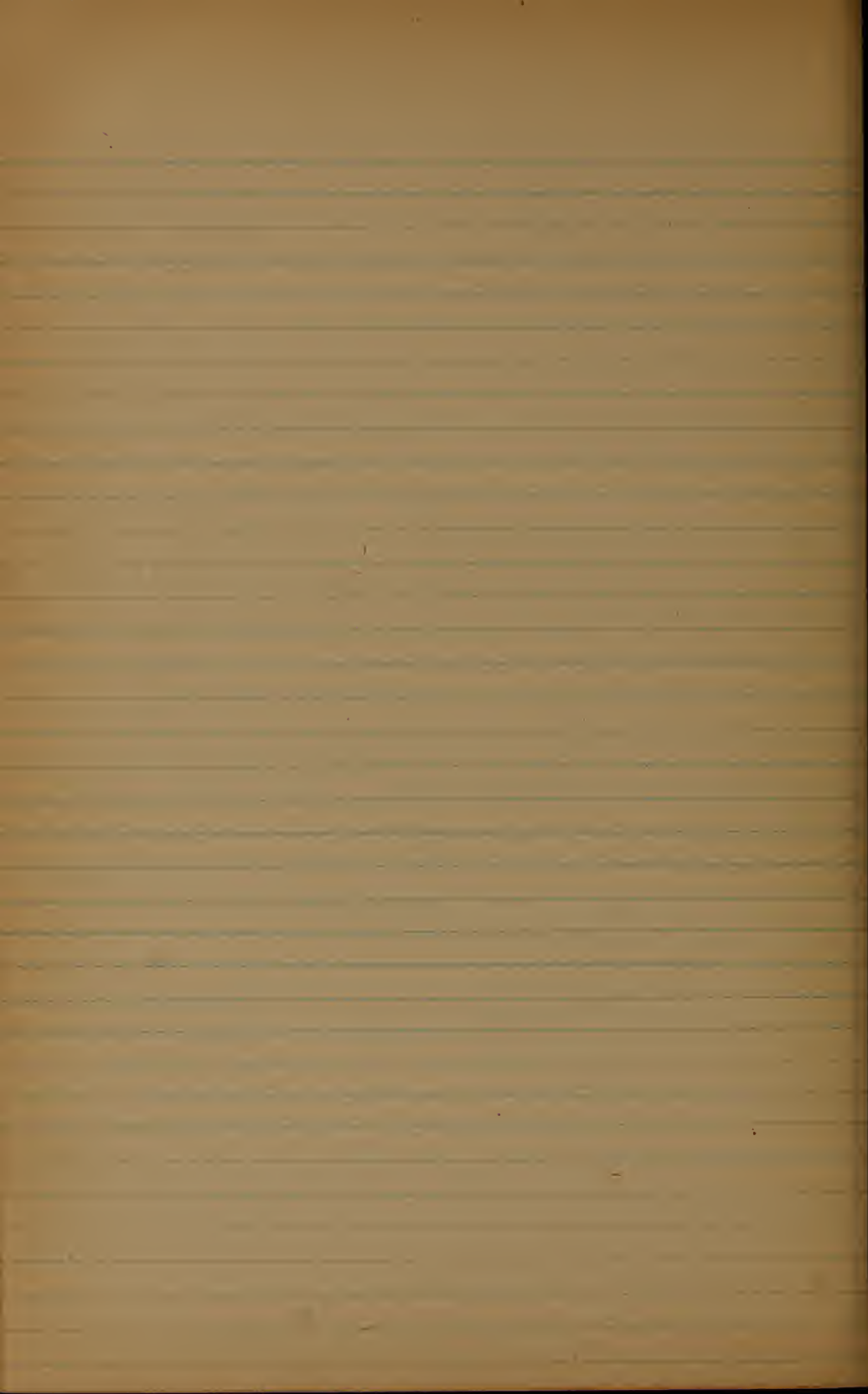
Capt. R. V., U. S. M. C., at Marine Barracks, Baltimore, Md., in account-current for clothing, etc., with the Quartermaster, United States Marine Corps.

Dr.

DATE.	FROM WHOM RECEIVED.	CAPS.										COATS.			TROUSERS.				SHIRTS.		SOCKS.		REMARKS.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
		Black helmets.	Helmets, white.	Pompons.	Undress.	Storm.	Ornaments.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.	Full-dress.	Undress.

Condemned
Dec. 6, 1889.
Philadelphia,
Pa.





Form 7.
REQUISITION.

[Referred to in paragraph 18.]

MARINE BARRACKS,
Baltimore, Md., February 4, 1890.

SIR: There are required for the use of this command the following articles to be shipped to Baltimore, Md.

No. or quantity.		ARTICLES.	Sizes.	No. and sizes on hand.	
10	Ten	Undress caps	5 6½, 5 6¾		
10	Ten	Full-dress coats	5 1, 5 2	2	1 1, 1 2.
10	Ten	Fatigue jackets	5 1, 5 2	1	1 2.
10	Ten	Pairs of trousers, welted..	5 3, 5 4		
10	Ten	Flannel shirts	10 2		
10	Ten	Under shirts	10 2	10	10 2.
10	Ten	Shoes, pairs	6 10, 4 11 ...	5	3 10, 2 11.

Respectfully yours,

R. V.,
Captain U. S. M. C., in charge of clothing.

To ————,

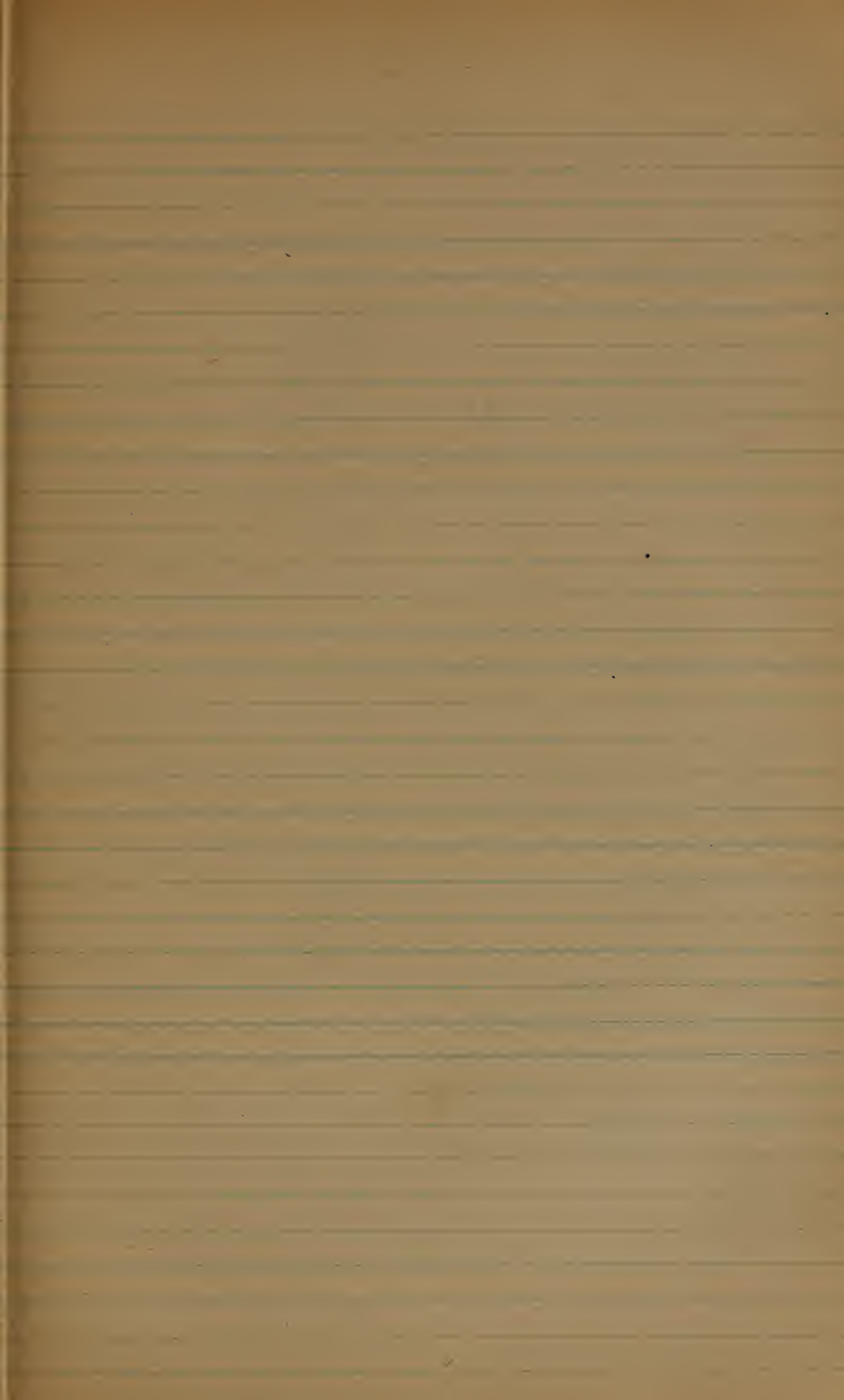
Assistant Quartermaster U. S. M. C., Philadelphia, Pa.

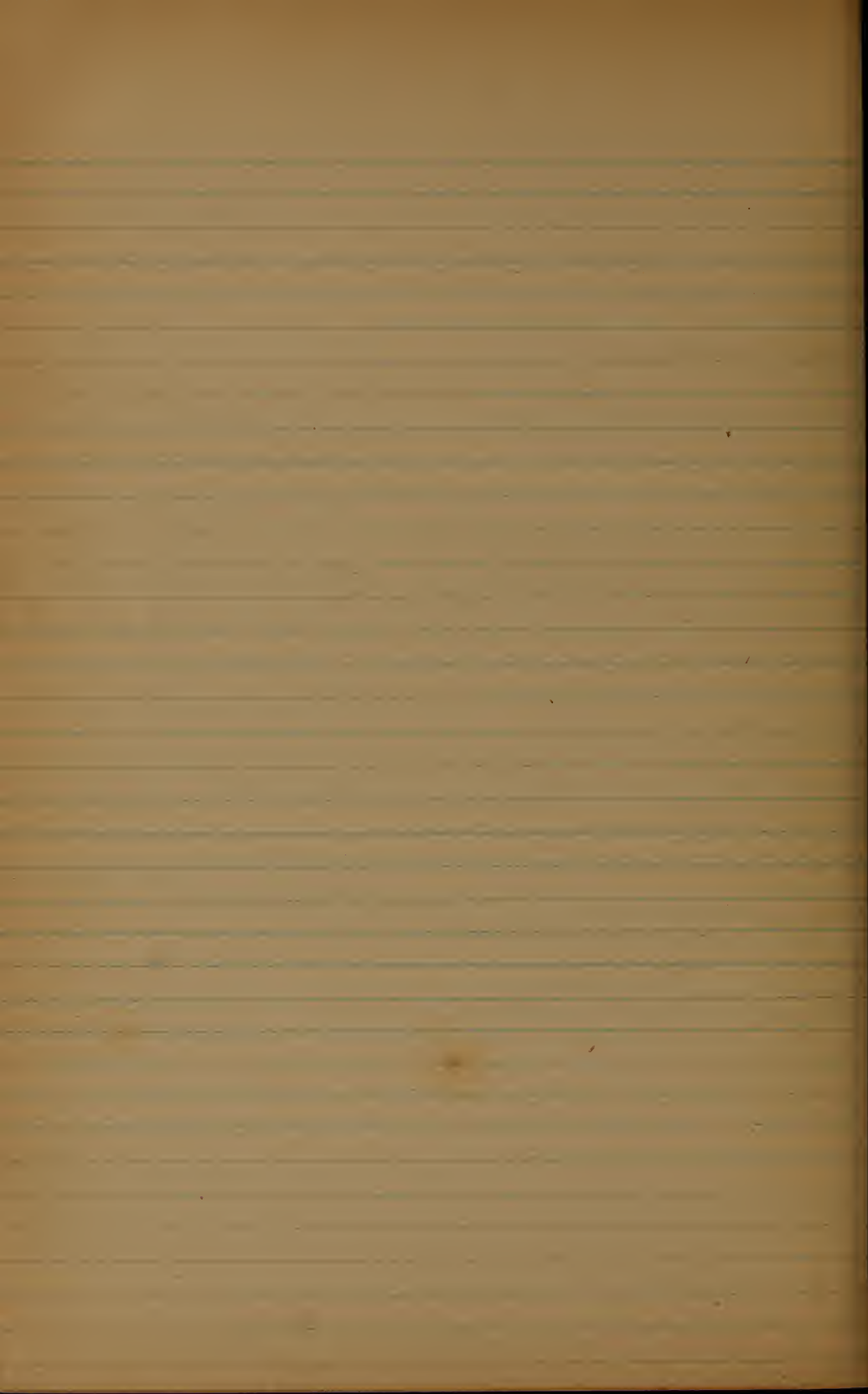
Approved and forwarded.

G. L.
Major U. S. M. C., Commanding Post.

Forwarded.

R. W. S.
Commodore U. S. N., Commandant.





(Form No. 8.)

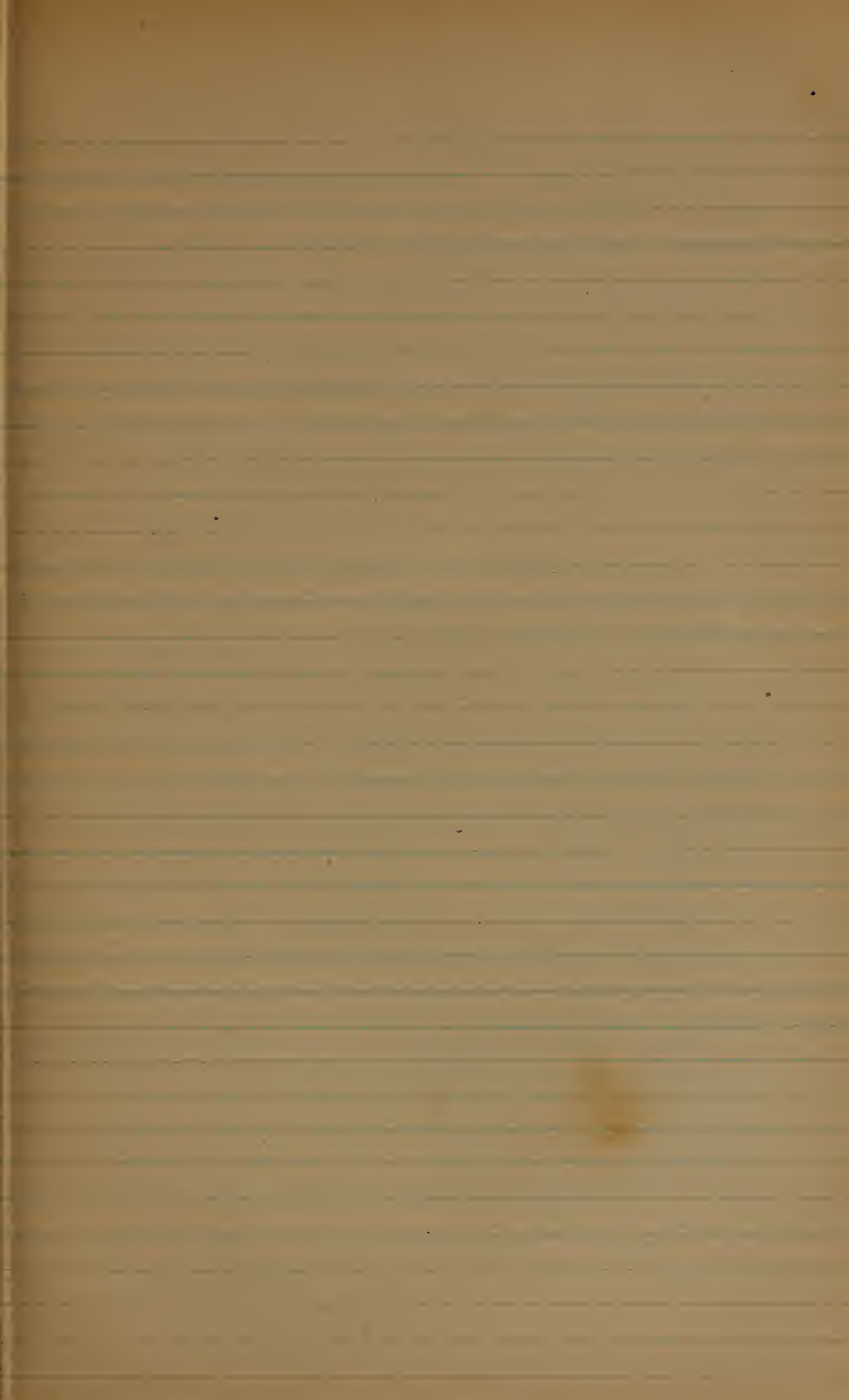
Return of Clothing

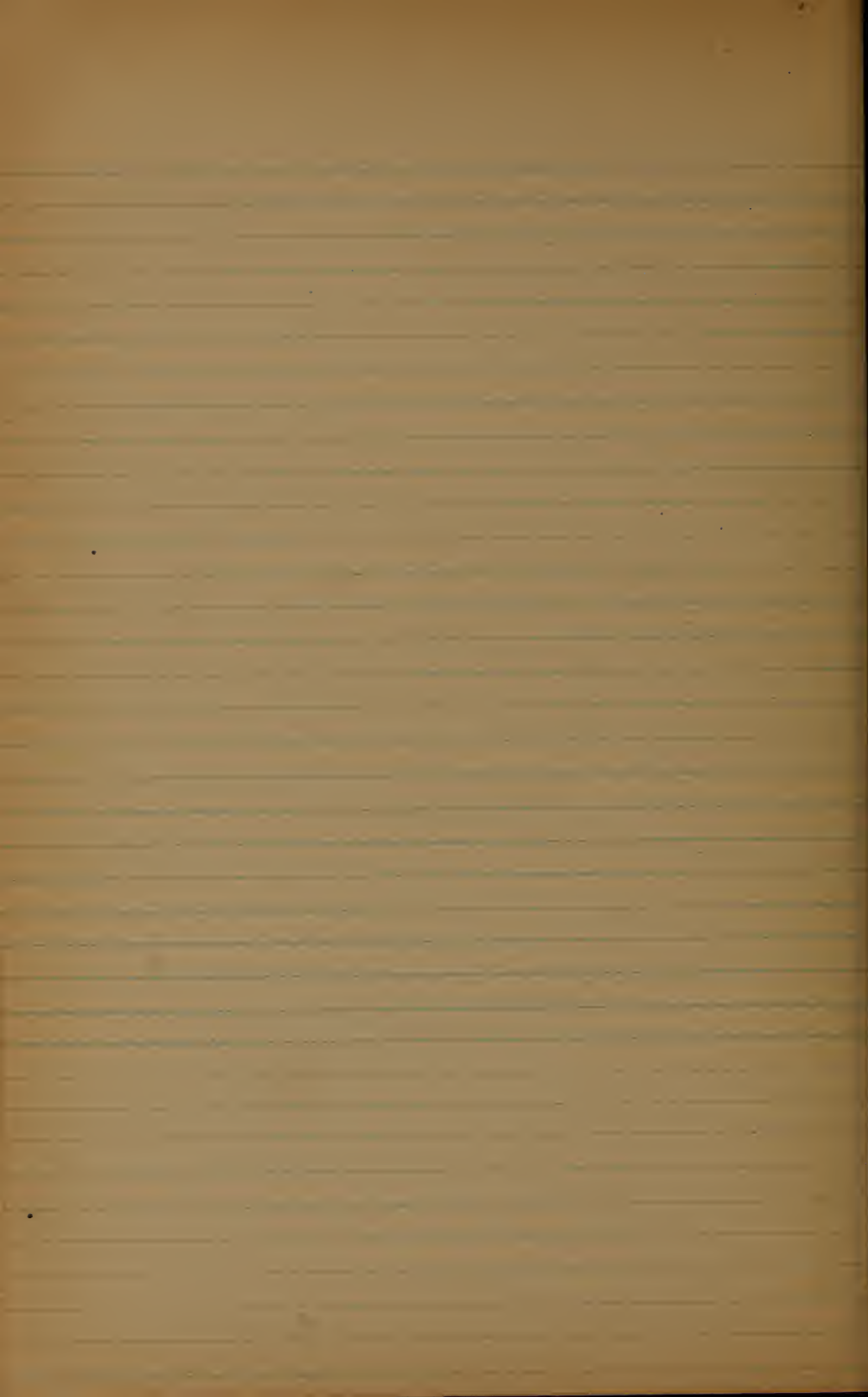
for the

3d quarter of 1889-'90.

Rendered by

Captain R. V., U. S. M. C.,
Marine Barracks, Baltimore, Md.





Form 9. **RECEIPT-ROLL-ROR REGULAR ISSUES.**

[Referred to in paragraph 35.]

We, the undersigned, United States Marines, acknowledge to have received from Capt. R. V., U. S. M. C., in charge of Clothing at Marine Barracks, Baltimore, Md., during the quarter ending March 31, 1890, the articles of Clothing to which our names are affixed.

NAMES. RANK.	DATE OF ENLIST- MENT.			CAPS.										COATS			TROUSERS.			SHIRTS		SOCKS.			SUSPENDERS (pairs).					SIGNATURES.	WITNESSES.	REMARKS.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
	MONTH.	DAY.	YEAR.	Black helmets.	Helmets, white.	Pompons.	Undress.	Storm.	Ornaments.	Fatigue canvas.	Full-dress.	Undress.	Fatigue canvas.	Braidet bullion (sets).	Fatigue jackets.	Overcoats.	Full dress coats (field musc).	Gloves (pairs).	Wool en.		Plain.	Fatigue canvas.	Linen.	Flannel.	Under.	Drawers.	Woolen.	Cotton.	Shoes (pairs).				Arctic shoes (pairs).	Canvas leggings.	Blankets.	First sergeants.	Sergeants.	Corporals.	Service stripes.	Linen collars.	Suspenders (pairs).																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												

* When there is more than one receipt roll, a summary should be made on the last roll used, exhibiting the total on each roll and the "Total issued." I certify that the above receipt-roll is correct and that the clothing has been charged to the men to whom it was issued.

NOTES.—When issues are made to the men, the officer in charge of clothing should be personally present and see that the number of the size issued conforms to the size of the man.

The number of the articles issued will be entered in the proper places in the clothing-account book and on the receipt-rolls before they are signed. When no issues have been made, blank spaces will be filled thus:—

A witness should annex his official title to his signature, as evidence of his competency to witness the receipt-roll. The officer making the issues and responsible for the supplies is not a competent witness; neither is a private soldier a competent witness to the receipt-roll.

The issues in cases not witnessed should be authenticated by affidavit, setting forth the cause of the irregularity and in verification of the issues as charged. Clothing charged to enlisted men, and not received for at the time of issue, should be accounted for by affidavit, setting forth the reasons why their signatures were not obtained.

R. V.,
Captain U. S. M. C., in charge of Clothing, etc.

(Form No. 9.)

VOUCHER No. 2.

3rd Quarter, 1889-'90.

Receipt-roll for regular issues.

Captain R. V. U. S. M. C.,
Marine Barracks, Baltimore, Md.



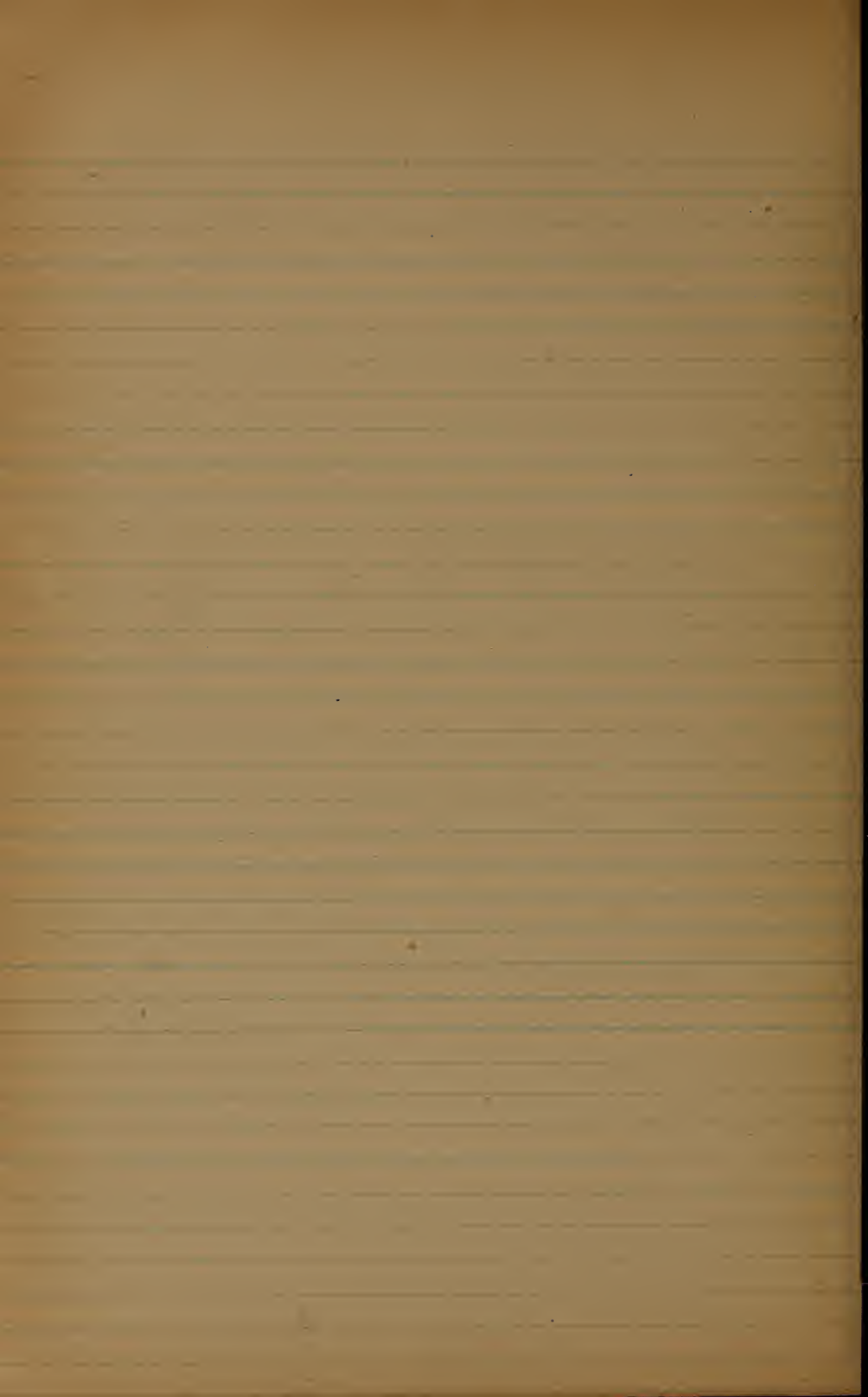
(Form No. 10.)

VOUCHER NO. 3.

3d quarter, 1889-90.

Receipt-roll for extra issues.

Captain R. V., U. S. M. C.,
Marine Barracks, Baltimore, Md.



Form 11.**ACCOUNT OF SALES.**

(Referred to in paragraphs 68 and 111.)

ACCOUNT OF SALES of *Marine Clothing sold by public auction at Marine Barracks, Baltimore, Md., March 4, 1890, under the direction of Major G. L. U. S. M. C.*

No. or quantity.	ARTICLES.	Purchaser.	Amount.
(10) Ten.....	Woolen trousers, plain	Messrs. F. & S.	\$4.50
(10) Ten.....	Linen trousers	do	3.00
(10) Ten.....	Undershirts	do	2.00
			9.50
	Less 6% commission = \$0.5757
	Net proceeds		8.93

I CERTIFY the above bill of sale to be accurate and just.

S. S., *Auctioneer.*

MARINE BARRACKS,
Baltimore, Md., March 4, 1890.

I CERTIFY that the above-enumerated articles were sold at public auction as above stated, pursuant to directions received from the Quartermaster, and the amount received therefrom, after deducting the expenses of the sale (the voucher for which is filed herewith), transmitted this day to
— — —, Quartermaster U. S. Marine Corps.

G. L.,
Major U. S. M. C.,
Comdg. Post.

NOTES.

To be in triplicate. One, with net proceeds, sent by next mail to Quartermaster; one to the Chief of the Bureau of Provisions and Clothing, with the return, and one to be retained by officer.

An account, in this form, should be prepared at every sale of public property.

"Government employes and soldiers employed as auctioneers are not entitled to any fees in the latter capacity"—Dec. Second Compt., sec. 848.

(Form No. 11.)

VOUCHER No. 4

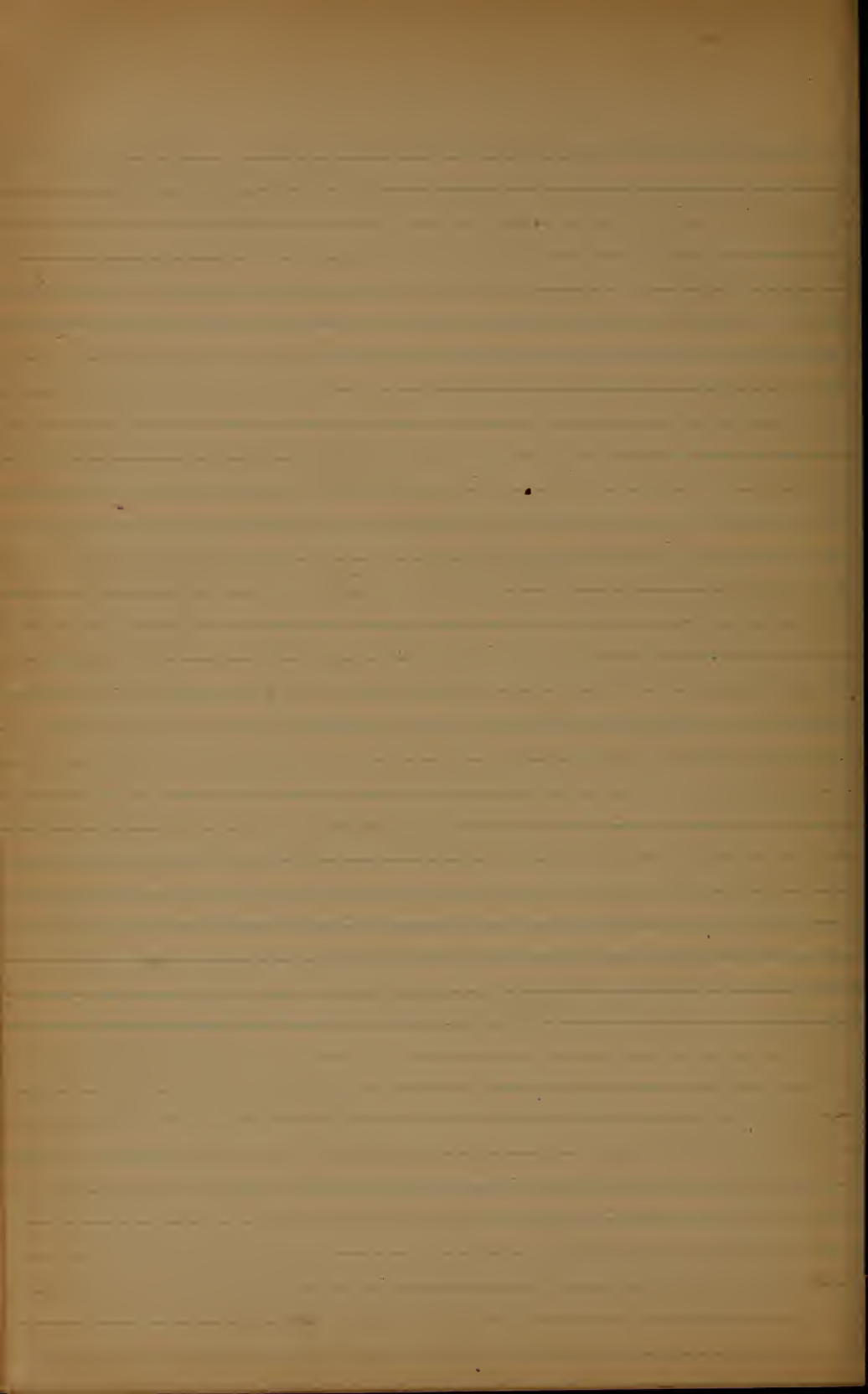
3d quarter, 1889-'90.

=====

Account Sales of Clothing

Capt. R. V. U. S. M. C.
Marine Barracks,
Baltimore, Md.

=====



Form 11 a.**ACCOUNT TO BE KEPT IN GENERAL CLOTHING-BOOK.**

(Referred to in paragraph 34.)

SERGEANT A. B., U. S. M. C., on account of regular issues of Clothing.**NUMBER OF REQUISITION-BOOK, 48.**

DATE OF ENLISTMENT.		DATE OF ISSUE.													REMARKS.		
MONTH	DAY.		YEAR.														
March	10	1885	To Dec. 5, 1889	Black helmets.	1	1	1	1	1	1	1	1	1	1	1	1	Joined from U. S. S. Ohio. 2d quarter, 1889-'90. 3d quarter.
				Helmet, white.	1	1	1	1	1	1	1	1	1	1	1	1	
			Dec. 20, 1889	Pompons.	1	1	1	1	1	1	1	1	1	1	1	L. A., 1st Lt. U. S. M. C. L. A.	
				Full-dress.	1	1	1	1	1	1	1	1	1	1	1		1
			Jan. 3, 1890	Storm.	1	1	1	1	1	1	1	1	1	1	1	L. A.	
				Ornaments.	2	2	2	2	2	2	2	2	2	2	2		2
			Total.....	Full-dress.	2	2	2	2	2	2	2	2	2	2	2	L. A.	
				Undress.	2	2	2	2	2	2	2	2	2	2	2		2
				Epauler button (sets).	1	1	1	1	1	1	1	1	1	1	1	L. A.	
				Undress.	2	2	2	2	2	2	2	2	2	2	2		2
				Overcoats.	1	1	1	1	1	1	1	1	1	1	1	L. A.	
				Full-dress coats, (field musk).	1	1	1	1	1	1	1	1	1	1	1		1
				Gloves (pairs).	18	18	18	18	18	18	18	18	18	18	18	L. A.	
				Wetted.	6	6	6	6	6	6	6	6	6	6	6		6
				Plain.	5	5	5	5	5	5	5	5	5	5	5	L. A.	
				Flannel.	6	6	6	6	6	6	6	6	6	6	6		6
				Under.	8	8	8	8	8	8	8	8	8	8	8	L. A.	
				Woolen.	8	8	8	8	8	8	8	8	8	8	8		8
				Pairs.	8	8	8	8	8	8	8	8	8	8	8	L. A.	
				Cotton.	8	8	8	8	8	8	8	8	8	8	8		8
				Shoes (pairs).	1	1	1	1	1	1	1	1	1	1	1	L. A.	
				Arctic shoes (pairs).	1	1	1	1	1	1	1	1	1	1	1		1
				Blankets.	1	1	1	1	1	1	1	1	1	1	1	L. A.	
				First sergeants.	1	1	1	1	1	1	1	1	1	1	1		1
				Sergeants.	6	6	6	6	6	6	6	6	6	6	6	L. A.	
				Corporals.	6	6	6	6	6	6	6	6	6	6	6		6
				Service stripes.	6	6	6	6	6	6	6	6	6	6	6	L. A.	
				Lincoln collars.	20	20	20	20	20	20	20	20	20	20	20		20
				Suspenders.	2	2	2	2	2	2	2	2	2	2	2	L. A.	
				Signature.	A. B.	A. B.	A. B.	A. B.	A. B.	A. B.	A. B.	A. B.	A. B.	A. B.	A. B.		A. B.

March 1, 1890. Final statement of clothing account (Form 12) forwarded to Quartermaster for settlement. Account closed.

R. V.,

Capt. U. S. M. C., in charge of Clothing.

Form 12.

(Referred to in paragraphs 43 and 44.)

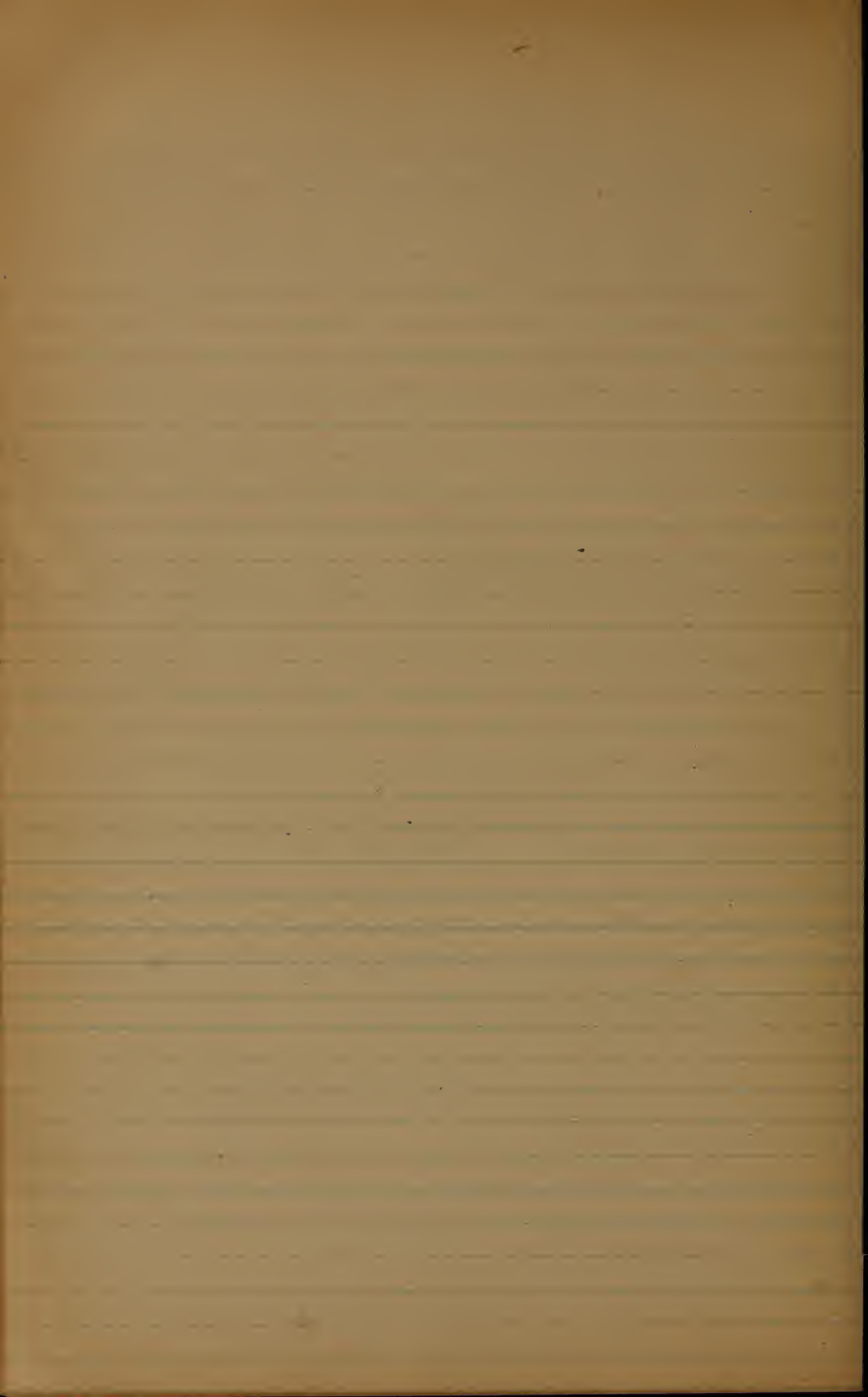
CLOTHING ACCOUNT OF A. B., *Sergeant, U. S. M. C., under the command of Major G. L., U. S. M. C., [to be discharged].*

NUMBER OF REQUISITION BOOK, 48.

DATE OF ENLISTMENT.		CAPS.		COATS.		TROUSERS.		SHIRTS.		SOCKS.		Arctic shoes (pairs).		Blankets.		CHEVRONS.			Service stripes.		LINEN COLLARS.		SUSPENDERS.		REMARKS.	
YEAR.	MONTH.	DAY.	Storm.	Ornaments.	Full-dress.	Undress.	Woolen.	Wetted.	Plain.	Lin.	Flannel.	Under.	Drawers.	Woolen.	Cotton.	Shoes (pairs).		First sergeants.	Sergeants.	Corporals.						
1885.	M.	10.																								
Total issued			1	1	1	2	2	1	2	1	2	1	2	1	2	1	1	1	1	1	1	1	1	1	1	1
Articles included in the above account, and since last receipts were transmitted to the Quartermaster's Office.																										

I CERTIFY that the above account, which I have carefully compared with the receipts of Sergeant A. B., is correct.

R. V., *Capt. U. S. M. C.,*
*In charge of Clothing.*MARINE BARRACKS,
Baltimore, Md., March 1, 1890.



Form 13.

INDIVIDUAL REQUISITION AND RECEIPT BOOK.

(Referred to in paragraph 47.)

Private E. F., M. I. M. C.

Third Enlistment, August 30, 1888.

506.

INSTRUCTIONS TO BE FOUND ON INSIDE OF COVER OF
REQUISITION AND RECEIPT BOOK.

1. Immediately on receiving his requisition-book, the soldier should enter into the recapitulation-table an account of all the regular issues which appear charged against him on the books of the officer in charge of clothing at his station ; and thereafter, at the end of every quarter of his enlistment, should be entered the articles required and received during the quarter, *always exercising the greatest care to enter articles under their proper heads.*

2. Before entering a requisition, he will ascertain from the officer in charge of clothing if the *number* and *size* of the articles he requires are in the store-room and will be issued to him. If the articles can be obtained, he will enter his requisition and receipt, according to form given. When a soldier can not write, he will call upon some comrade, other than the non-commissioned officer or private connected with the clothing-room, to enter his requisition for him and to witness "*his mark.*"

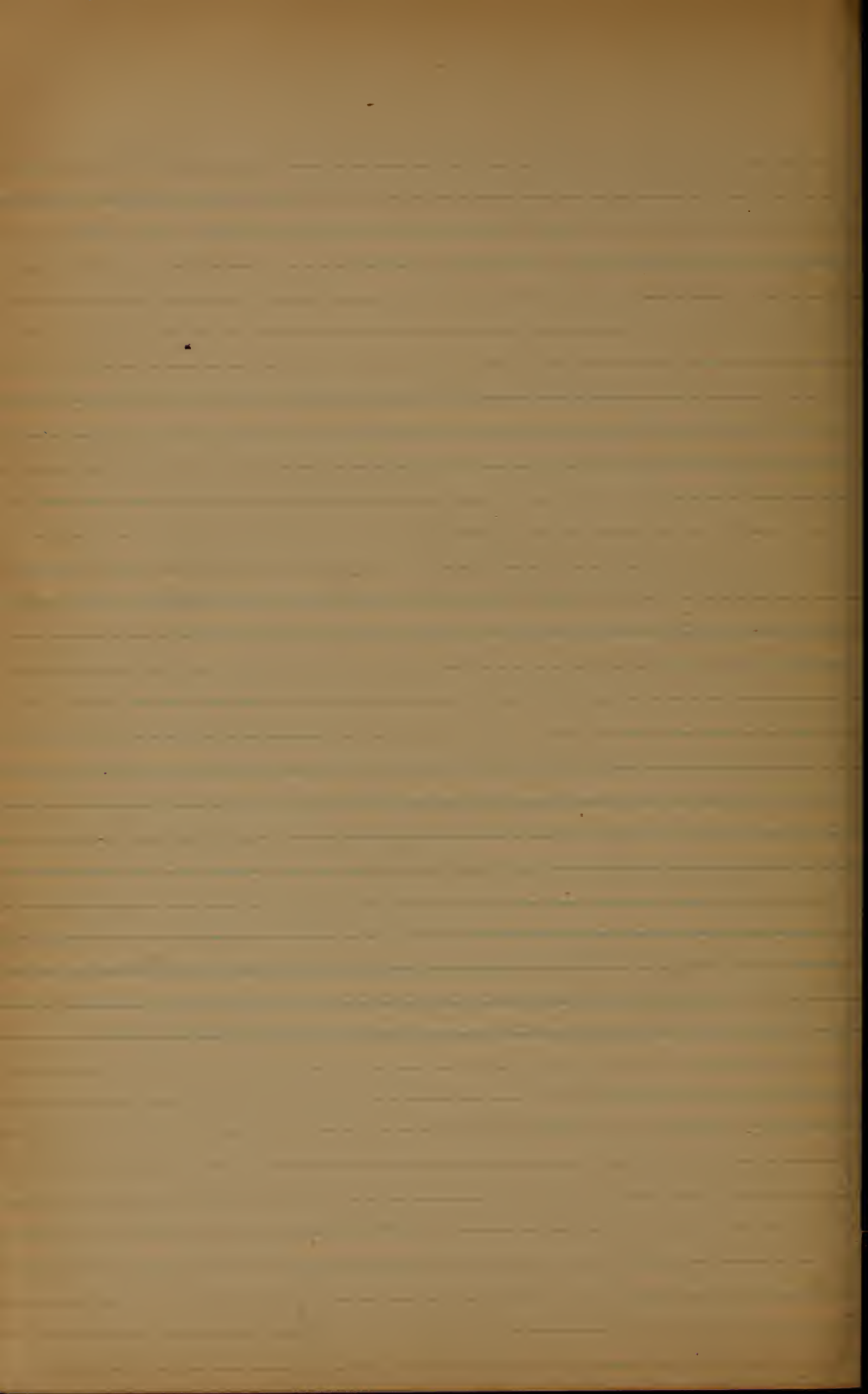
3. *But one article shall be entered on any one line*, and the number shall be stated in words as well as in figures.

4. The first entry shall be made on the line *next after* the one on which the requisition and receipt is completed ; the next entry on the line following, and so on, *leaving no blank lines*, until all the articles required are entered, when the requisition and receipt will be signed *on the next line after the last article entered.*

5. When "*extra*" articles are required, the usual requisition and receipt will be entered and signed, and on its face the word "*Extra*" will be written.

6. Should an error be made in entering the number or kind of any article the requisition will not be signed, but will be marked "*Void*" on its face, and a fresh requisition entered and duly signed as described.

7. NO ERASURES, ALTERATIONS, OR INTERLINEATIONS WILL BE ADMISSIBLE IN THE REQUISITION AND RECEIPT BOOK UNDER ANY CIRCUMSTANCES WHATEVER. *Every soldier should remember that it is to his interest to take care that his book is at all times correctly, neatly, and securely kept.*



CLOTHING REQUISITIONS AND RECEIPTS.

Required and received, this 5th day of January, 1890, of Captain R. V.,
U. S. M. C., in charge of clothing at Baltimore, Md.—

- (1) One undress cap.
- (4) Four pairs of gloves.
- (1) One pair of shoes.

Witness:

C. C., *Private U. S. M. C.*

his
E. + F., *Private U. S. M. C.*
mark.

Required and received, this 20th day of March, 1890, of Captain R. V.,
U. S. M. C., in charge of clothing at Baltimore, Md.—

- | | | |
|---------|--|-------------------------------|
| "Void." | | (1) One pair woolen trousers. |
| | | (1) One pair woolen socks. |
| | | (1) One pair socks. |

Required and received, this 20th day of March, 1890, of Captain R. V.,
U. S. M. C., in charge of clothing at Baltimore, Md.—

- | | | |
|----------|--|-------------------------------|
| "Extra." | | (1) One pair woolen trousers. |
| | | (1) One pair woolen socks. |
| | | (1) One pair shoes. |

Witness:

R. S. H., *Private U. S. M. C.*

his
E. + F., *Private U. S. M. C.*
mark.

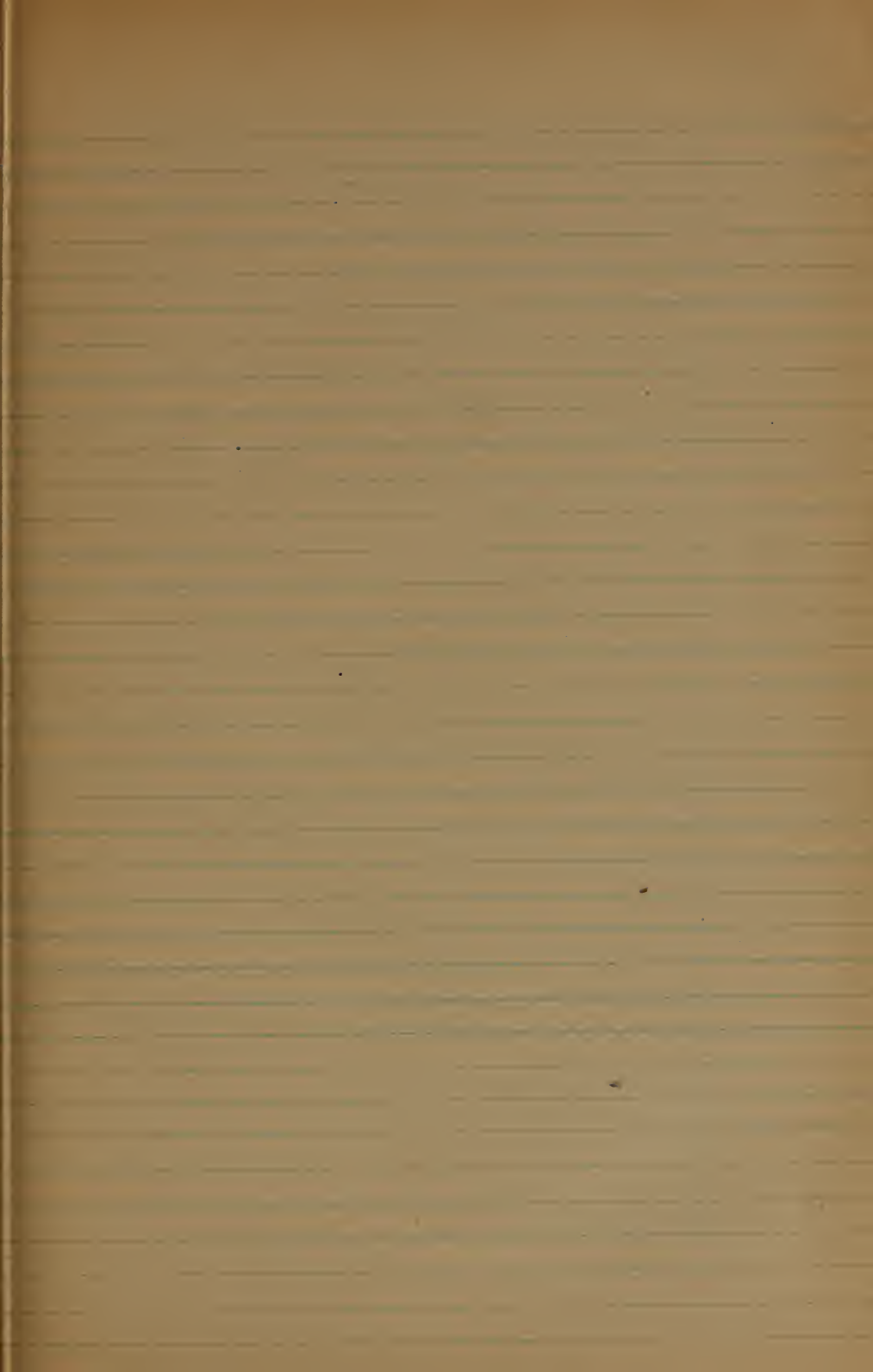
RECAPITULATION.

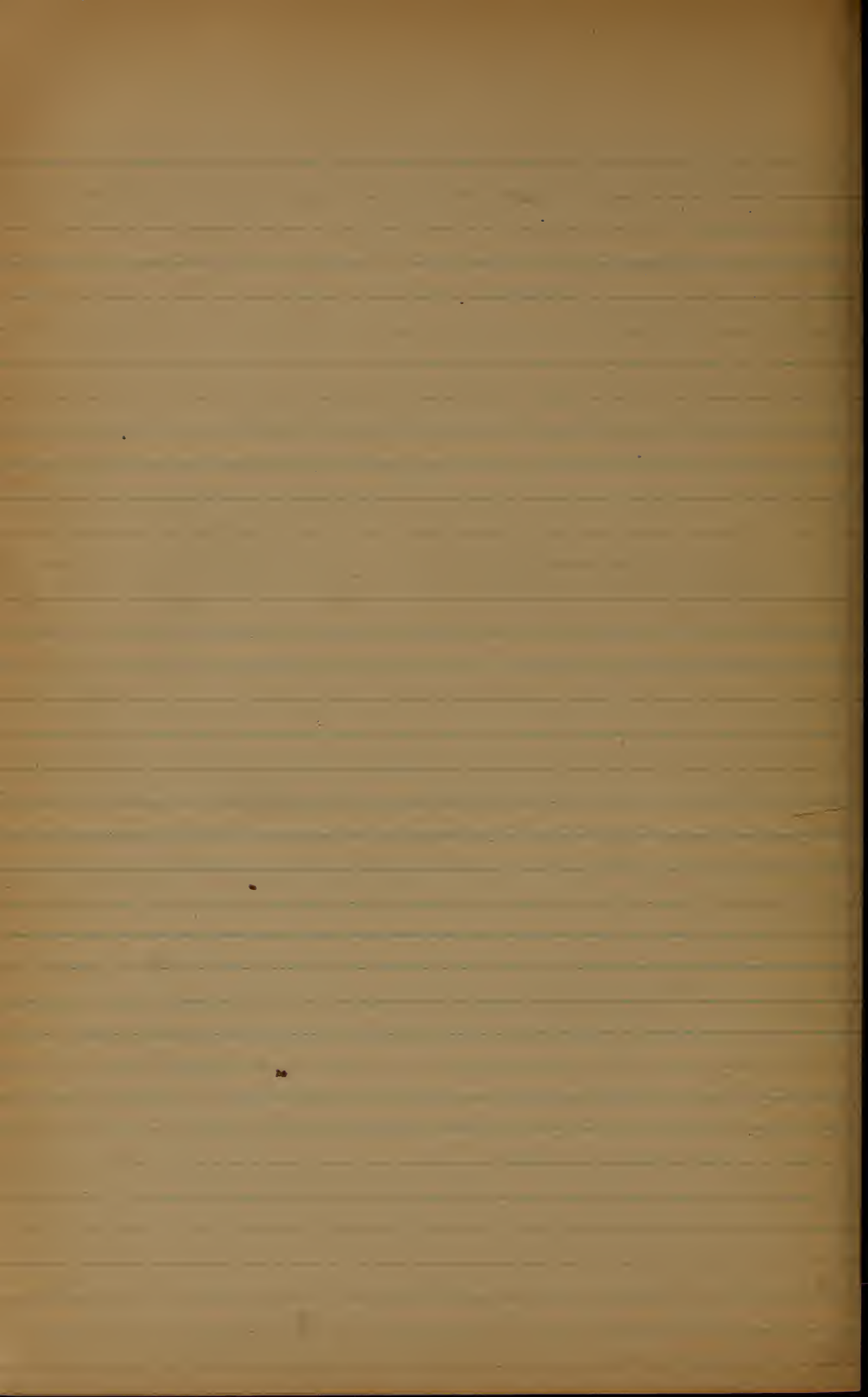
(FOR REGULAR ISSUES ONLY.)

CLOTHING.	ALLOWANCE.	CAPS.										COATS.		TROU-SERS.		SHIRTS.											
		Black helmets.	helmets, white.	Pompoms.	Undress.	Storm.	Ornaments.	Full dress.	Undress.	Epaulet bullion (sets).	Fatigue jackets.	Overcoats.	Full dress coats, field music.	Gloves, (pairs.)	Woolen.	Linen.	Flannel.	Under.	Drawers.	Socks (pairs), woolen.	Socks (pairs), cotton.	Shoes (pairs).	Arctic shoes (pairs).	Blankets.	Linen collars.	Suspenders.	
1st year .	1	1	1	1	1	1	1	1	1	1	1	1	1	6	2	3	2	2	2	4	4	3	1	1	2	1	
2d year .	1	1	1	1	1	1	1	1	1	1	1	1	1	6	2	3	2	2	2	4	4	3	1	1	2	1	
3d year .	1	1	1	1	1	1	1	1	1	1	1	1	1	6	2	3	2	2	2	4	4	3	1	1	2	1	
4th year .	1	1	1	1	1	1	1	1	1	1	1	1	1	6	2	3	2	2	2	4	4	3	1	1	2	1	
5th year .	1	1	1	1	1	1	1	1	1	1	1	1	1	6	2	3	2	2	2	4	4	3	1	1	2	1	
Total .	1	1	1	5	5	5	5	5	5	5	5	5	5	30	8	8	10	10	10	20	20	15	1	2	40	3	

REQUIRED AND RECEIVED AS PER REQUISITIONS AND RECEIPTS.	CAPS.										COATS.		TROU-SERS.		SHIRTS.											
	Black helmets.	helmets, white.	Pompoms.	Undress.	Storm.	Ornaments.	Full dress.	Undress.	Epaulet bullion (sets).	Fatigue jackets.	Overcoats.	Full dress coats, field music.	Gloves, (pairs.)	Woolen.	Linen.	Flannel.	Under.	Drawers.	Socks (pairs), woolen.	Socks (pairs), cotton.	Shoes (pairs).	Arctic shoes (pairs).	Blankets.	Linen collars.	Suspenders.	
1st quar.																										
2d quar.																										
3d quar.																										
4th quar.																										
1st yr.																										
1st quar.	*													4								1				
2d quar.				1																						
3d quar.																										
4th quar.																										
2d yr.																										
1st quar.																										
2d quar.																										
3d quar.																										
4th quar.																										
3d yr.																										
1st quar.																										
2d quar.																										
3d quar.																										
4th quar.																										
4th yr.																										
1st quar.																										
2d quar.																										
3d quar.																										
4th quar.																										
5th yr.																										
Total rec.																										
Bal. due.																										

* Received January 5, 1890, being 2d quarter, 2d year of re-enlistment.





Form 13 b.

PRICE-LIST OF SPRINGFIELD RIFLE.

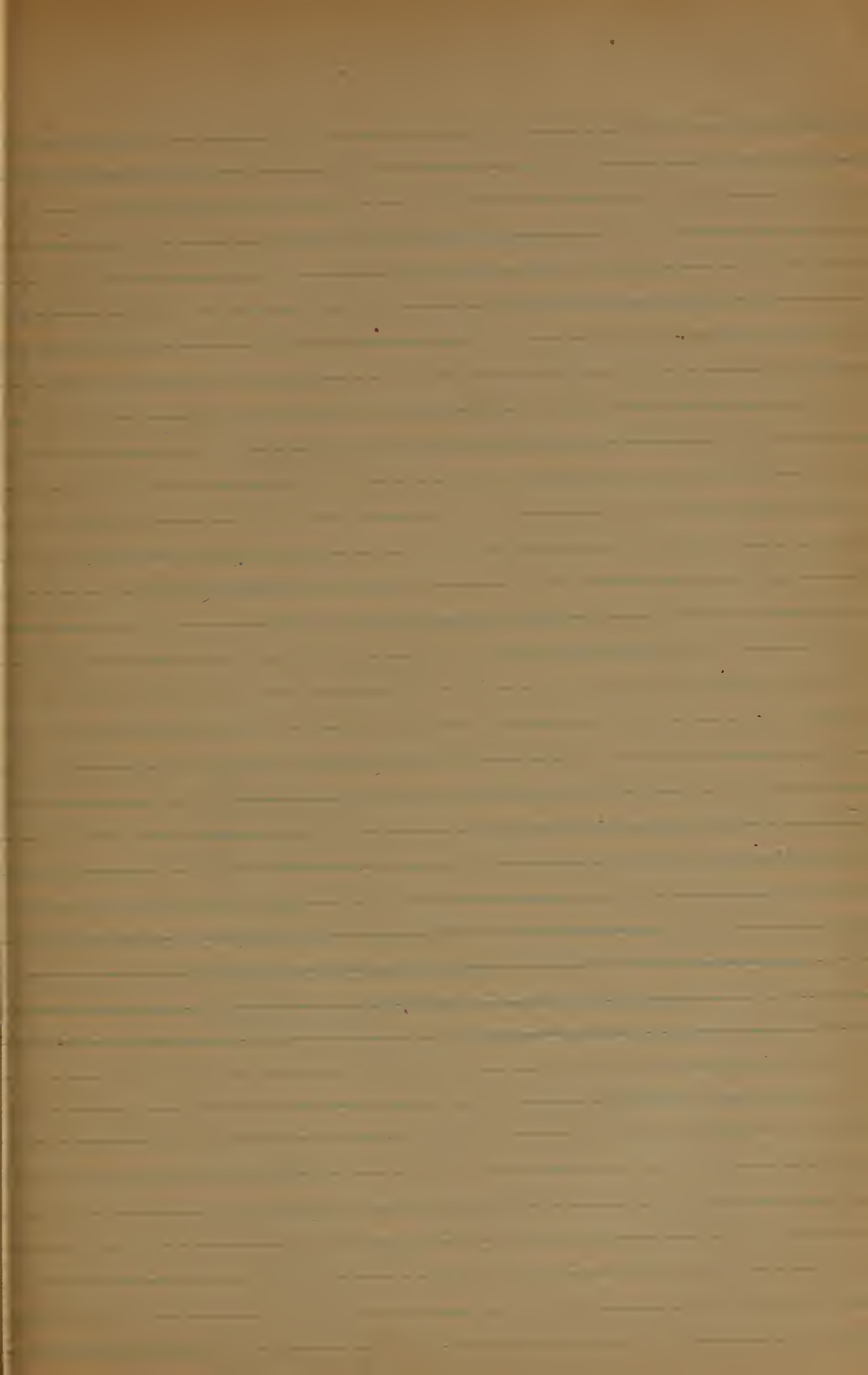
MODEL 1884, CAL. .45.

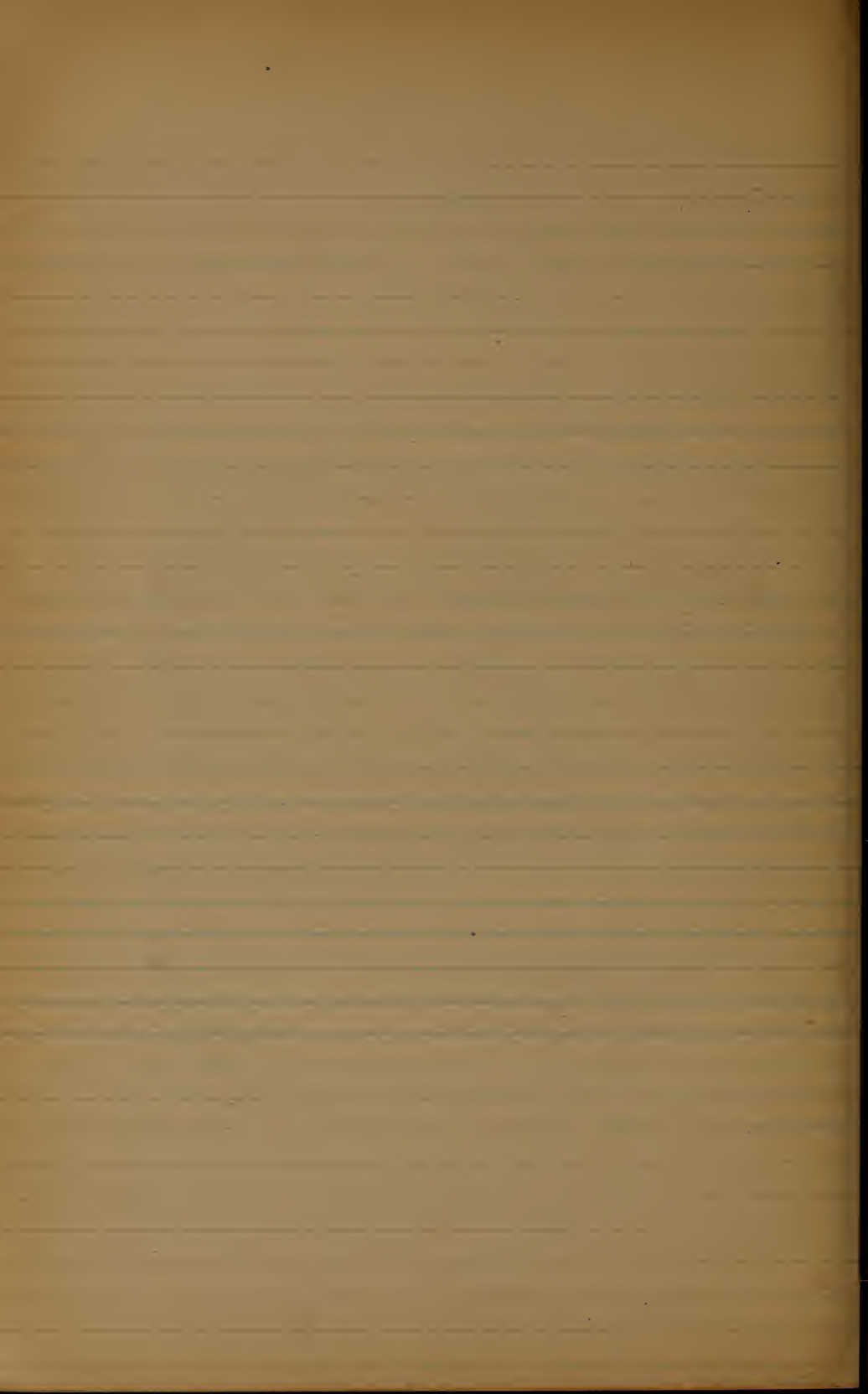
[Referred to in paragraph 74.]

COMPONENTS.	Price.	COMPONENTS.	Price.
Stock (wood part)	\$1.15	Firing-pin screw	\$0.01
Tip11	Cam-atch spring01
Tip-screw01	Breech-block complete	1.24
Ramrod-stop10	Breech-screw21
Band-springs (2)12	Barrel assembled	4.86
Stock assembled	1.53	Barrel complete, with rear-sight	6.47
Side-screw washers (2)06	Tang-screw02
Butt-plate23	Upper band16
Butt-plate screws (2)04	Upper band sling-swivel02
Stock complete	1.86	Upper band stacking-swivel01
Guard-plate22	Upper band swivel-pin01
Guard-bow17	Upper band complete21
Guard-bow swivel06	Lower band09
Guard-bow swivel rivet01	Lock-plate23
Guard-bow nuts (2)02	Main-spring22
Trigger08	Main-spring swivel04
Trigger screw01	Main-spring swivel-rivet01
Guard complete59	Hammer27
Guard-screws04	Tumbler36
Rear-sight, fixed base28	Tumbler-screw03
Rear-sight, movable base34	Bridle14
Windage-screw04	Bridle-screw01
Windage-screw head03	Sear-screw01
Windage-screw head-pin01	Sear-spring11
Rear-sight stop-pin01	Sear-spring screw01
Base complete76	Lock complete	1.67
Rear-sight leaf37	Side-screws (2)06
Leaf-slide28	Ramrod46
Leaf-slide binding-screw04	Bayonet	1.03
Leaf-slide stop-pin01	Bayonet-clasp13
Leaf complete72	Bayonet-clasp screw01
Movable base-spring07	Bayonet-clasp stop-screw01
Rear-sight screw, front02	Bayonet complete	1.18
Rear-sight screw, rear01	Front-sight cover40
Rear-sights complete	1.61	Front-sight screw02
Barrel (including receiver)	2.93	Rifle complete	13.12
Front-sight03		
Front-sight pin01		
Extractor17		
Hinge-pin11		
Hinge-pin stud01		
Ejector-spring02		
Ejector-spring spindle02		
Ejector-stud02		
Cam-latch15		
Breech-block cap04		
Thumb-piece16		
Cam-latch complete35		
Breech-block72		
Breech-block cap-screw01		
Firing-pin10		

APPENDAGES.

Headless-shell extractor, with drift (one for each arm)30
Screw-driver, model 1879 (one for each arm)24
Tumbler-punch (one for every five arms)15
Spring-vise (one for every twenty arms)28
Wood wiping-rod (one for each arm)13





(IN DUPLICATE.)

Form No. 14.**MONTHLY STATEMENT OF CLOTHING.**

[Referred to in paragraph 33.]

Quantity and sizes of articles of Clothing on hand _____,
 189 , at _____

Quantity.	ARTICLES.	SIZES.											
		6½	6¾	6¾	6¾	7	7½	7¾	7¾	7¾	7¾	7¾	7¾
	Black helmets.....												
	White helmets.....												
	Undress caps.....												
	Storm caps.....												
	Fatigue canvas caps...												
	Sizes.....	4	5	6	7	8	9	10	11	12			
	Gloves.....												
	Shoes, hand-sewed.....												
	Arctic shoes.....												
	Canvas leggins.....												
	Sizes.....	13	13½	14	14½	15	15½	16	16½	17	17½		
	Linen collars.....												
	Sizes.....						1	2	3	4	5		
	Full-dress coats.....												
	Undress coats.....												
	Fatigue canvas coats.....												
	Fatigue jackets.....												
	Overcoats.....												
	Wetted woolen trousers.....												
	Plain woolen trousers.....												
	Fatigue canvas trousers.....												
	Linen trousers.....												
	Flannel shirts.....												
	Undershirts.....												
	Drawers.....												
	Socks, woolen.....												
	Socks, cotton.....												
	Blankets.....												
	1st-sergeant chevrons (sets)..												
	Sergeant chevrons (sets).												
	Corporal chevrons (sets).												
	Service chevrons (sets).												
	Suspenders.												

U. S. M. C., in charge of Clothing, etc.

To _____,
 _____ Quartermaster, U. S. M. C.,

[Form No. 14.]

Marine Barracks.

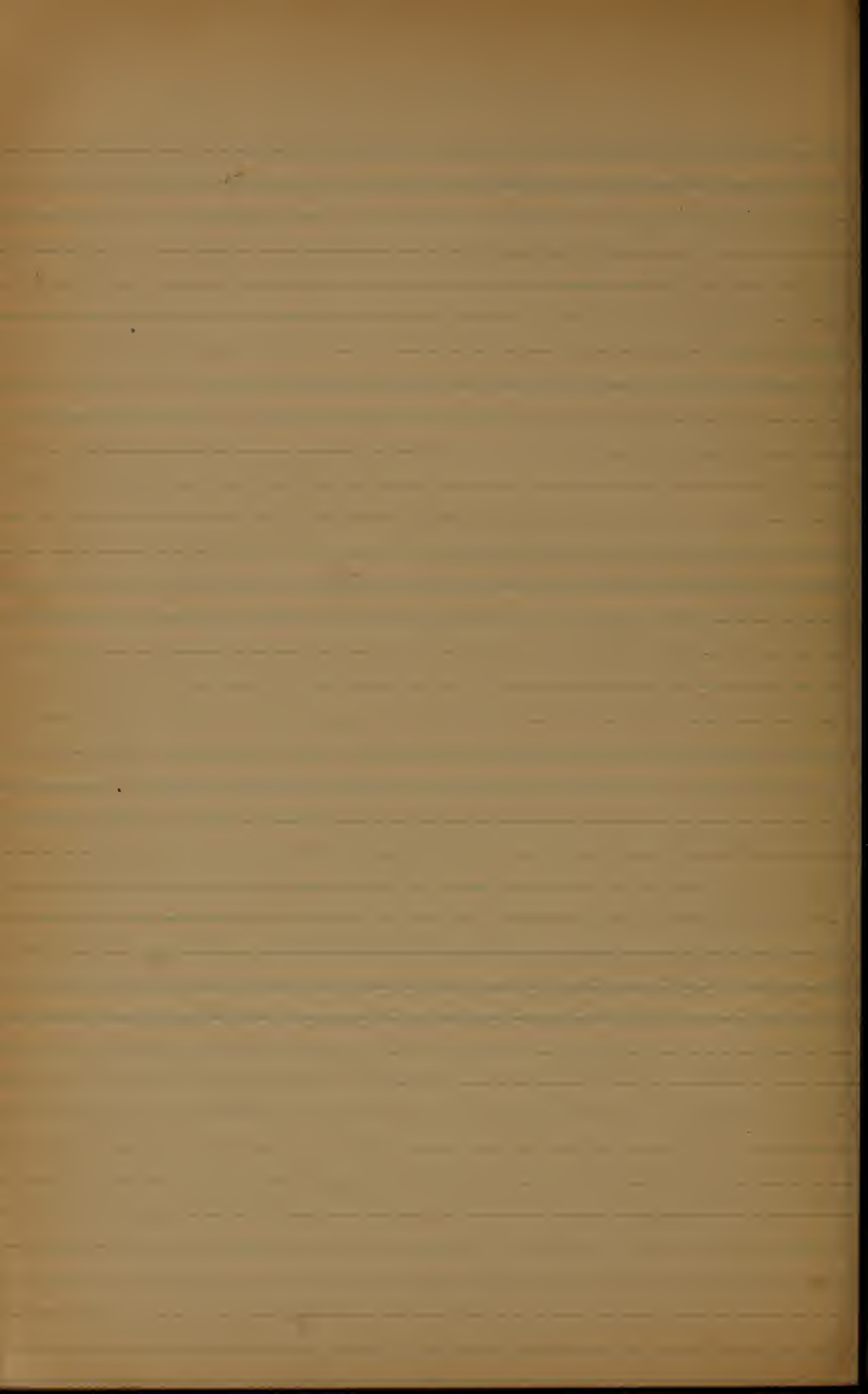
_____, 189—.

Monthly statement

of

Clothing.

Rendered by



(IN DUPLICATE.)

Form No. 15.**MONTHLY STATEMENT OF ARMS AND ACCOUTREMENTS.**

[Referred to in paragraph 33.]

ARMS AND ACCOUTREMENTS *on hand* ———, 189—, at ———.

Number.	Articles.	Condition.	Remarks.
	Springfield rifles, model 1884, cal. .45 (U. S. A.).		
	Springfield rifles, model 1879, cal. .45 (U. S. M. C.).		
	Rifle slings		
	Bayonets		
	Bayonet scabbards		
	Swords:		
	Sergeants'		
	Musicians'		
	Frogs		
	Cartridge boxes		
	Waist belts		
	Waist plates		
	Crescents and straps (pairs)		
	Devices and shields		
	Clothing bags (complete)		
	Haversacks and straps		
	Canteens		
	Drums:		
	Complete		
	Heads (batter)		
	Heads (snare)		
	Slings		
	Snare (sets)		
	Sticks (pairs)		
	Stick-carriages		
	Keys		
	Meat cans		
	Knives		
	Forks		
	Spoons		
	"F" trumpets		
	Trumpet slings		

To ———, ———, *U. S. M. C., in charge of Arms, etc.*
 ——— *Quartermaster, U. S. M. C.*
 ———,
 ———.

[Form No. 13.]

Marine Barracks.

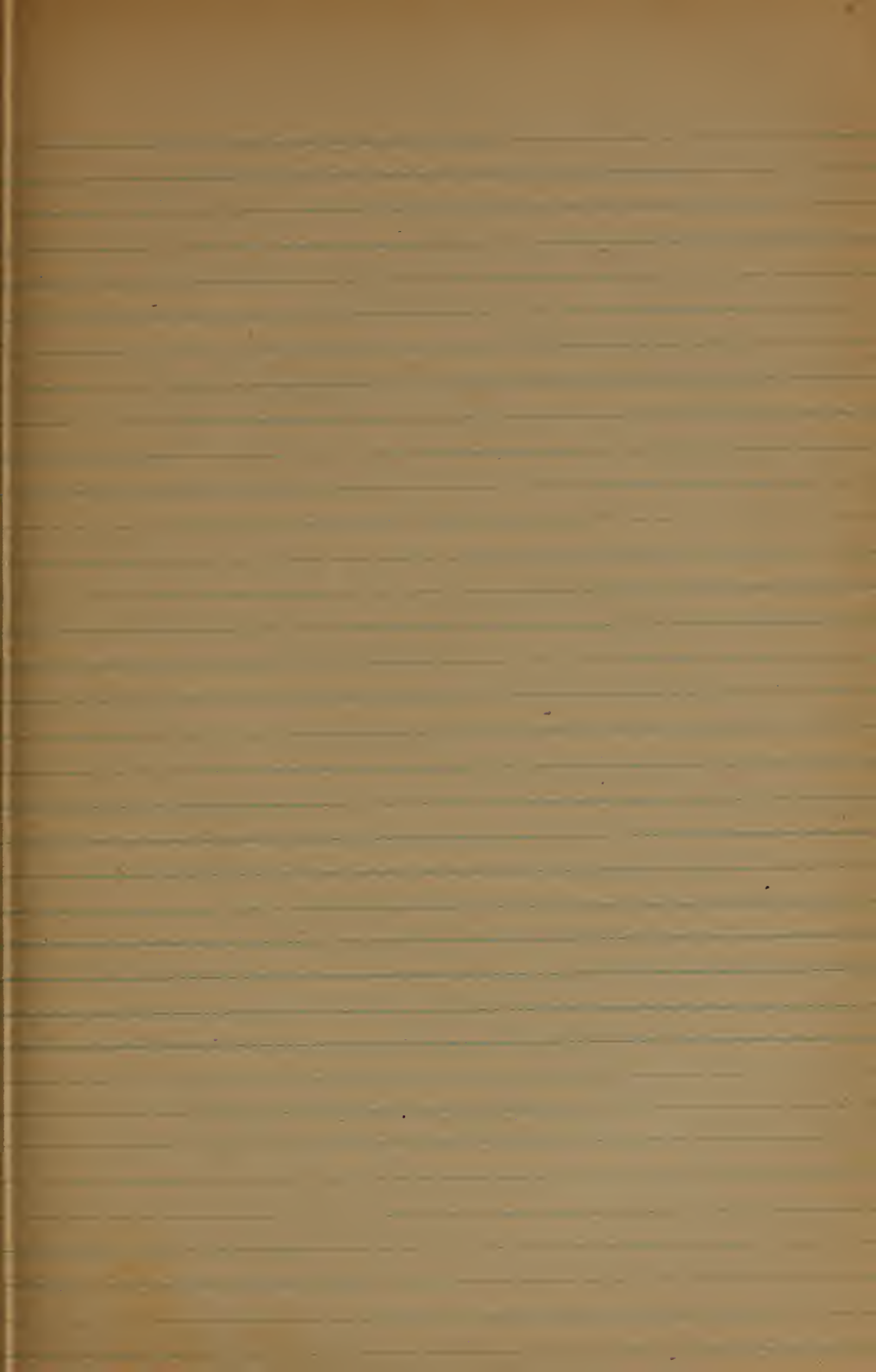
_____, 189-.

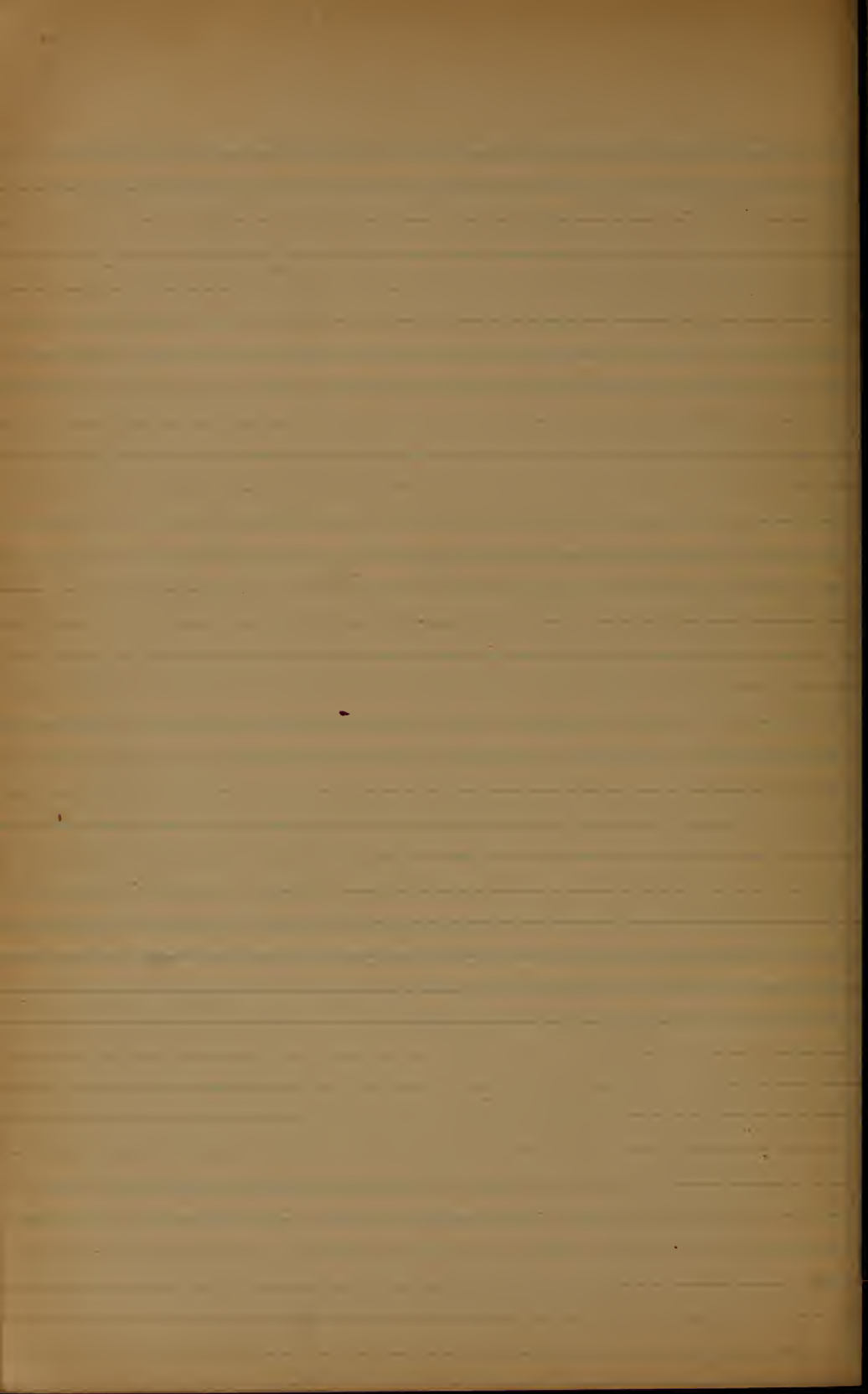
Monthly Statement

of

Arms and Accoutre-
ments.

Rendered by





(FORM No. 16.)

MARINE BARRACKS.

=====

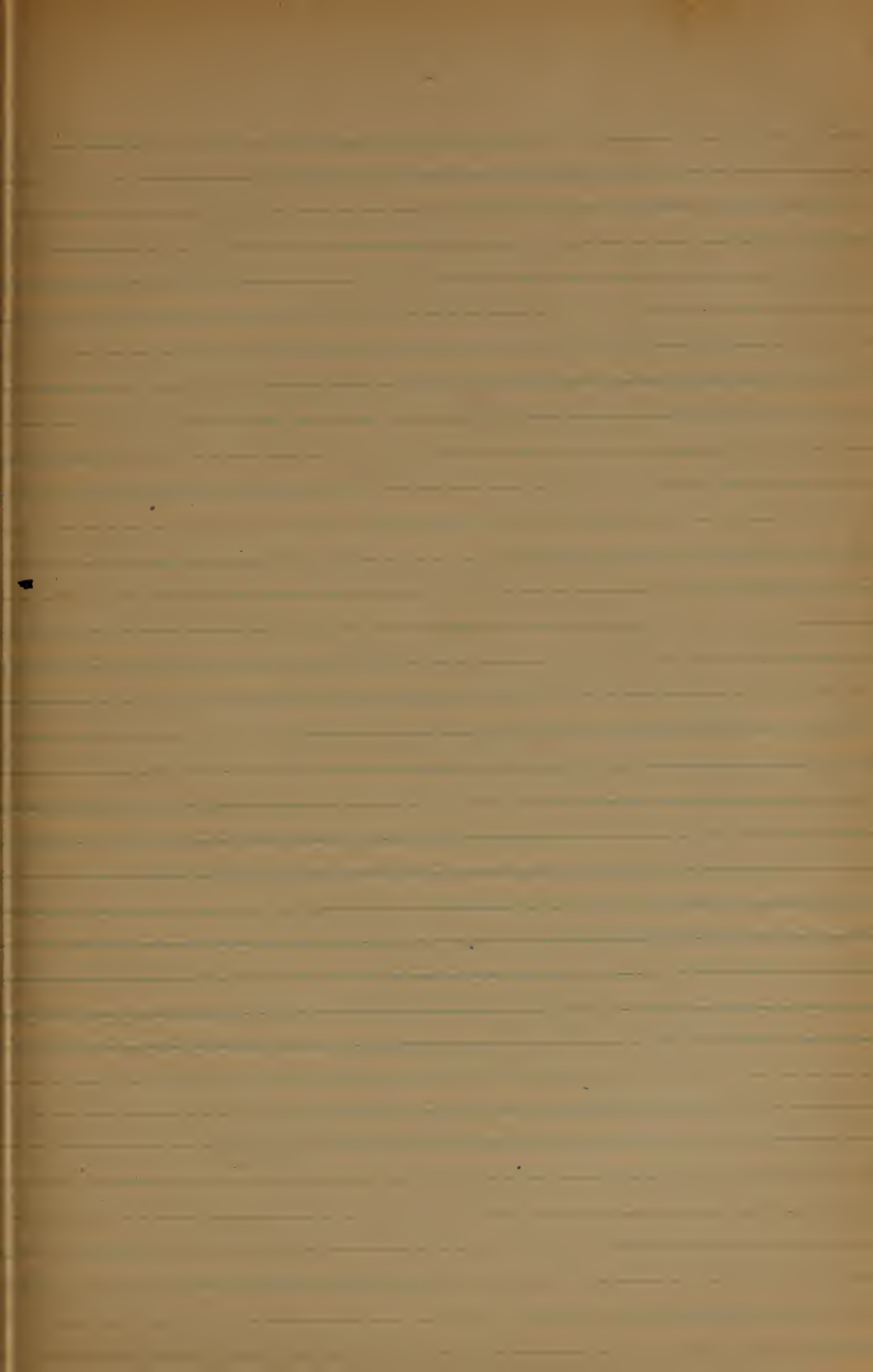
_____, 189-.

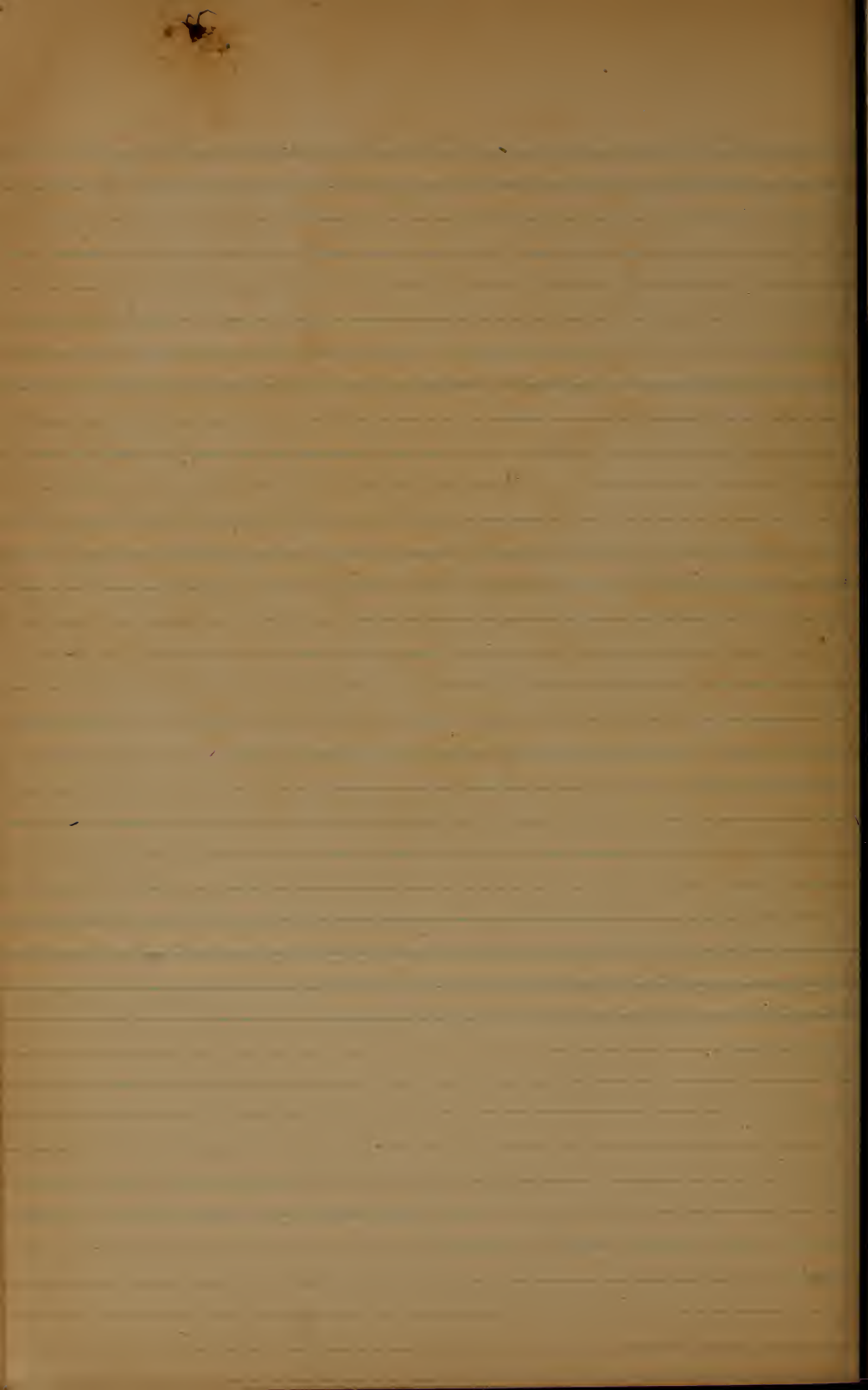
Quarterly Return of Fur-
niture

Rendered by

_____, U. S. M. C.,
Commanding Post.

=====





[IN DUPLICATE.]

Form 17.**RECEIPT FOR FURNITURE.**

[Referred to in paragraph 14.]

MARINE BARRACKS,
_____, 189-.

SIR: I respectfully transmit the following receipt, signed by _____, U. S. M. C., for articles of furniture delivered to him by me this day, pertaining to quarters occupied by him while on duty at this post.

Respectfully,

_____,
*Commanding Post.*MARINE BARRACKS, _____,
_____, 189-.

Received this day, from _____, U. S. M. C., the following described articles of furniture, for use in quarters occupied by me while on duty at this post.

ARTICLES.

No.	LOCATION.	COST.		DATE OF SUPPLY.			No. Marked.
	Description.	Dolls.	Cts.	Month.	Day.	Year.	

_____,
_____, U. S. M. C.

Approved and forwarded : MARINE BARRACKS, _____, 189-.

_____,
Commanding Post.

Major _____,
Quartermaster U. S. M. C., Washington, D. C.

(Form No. 17.)

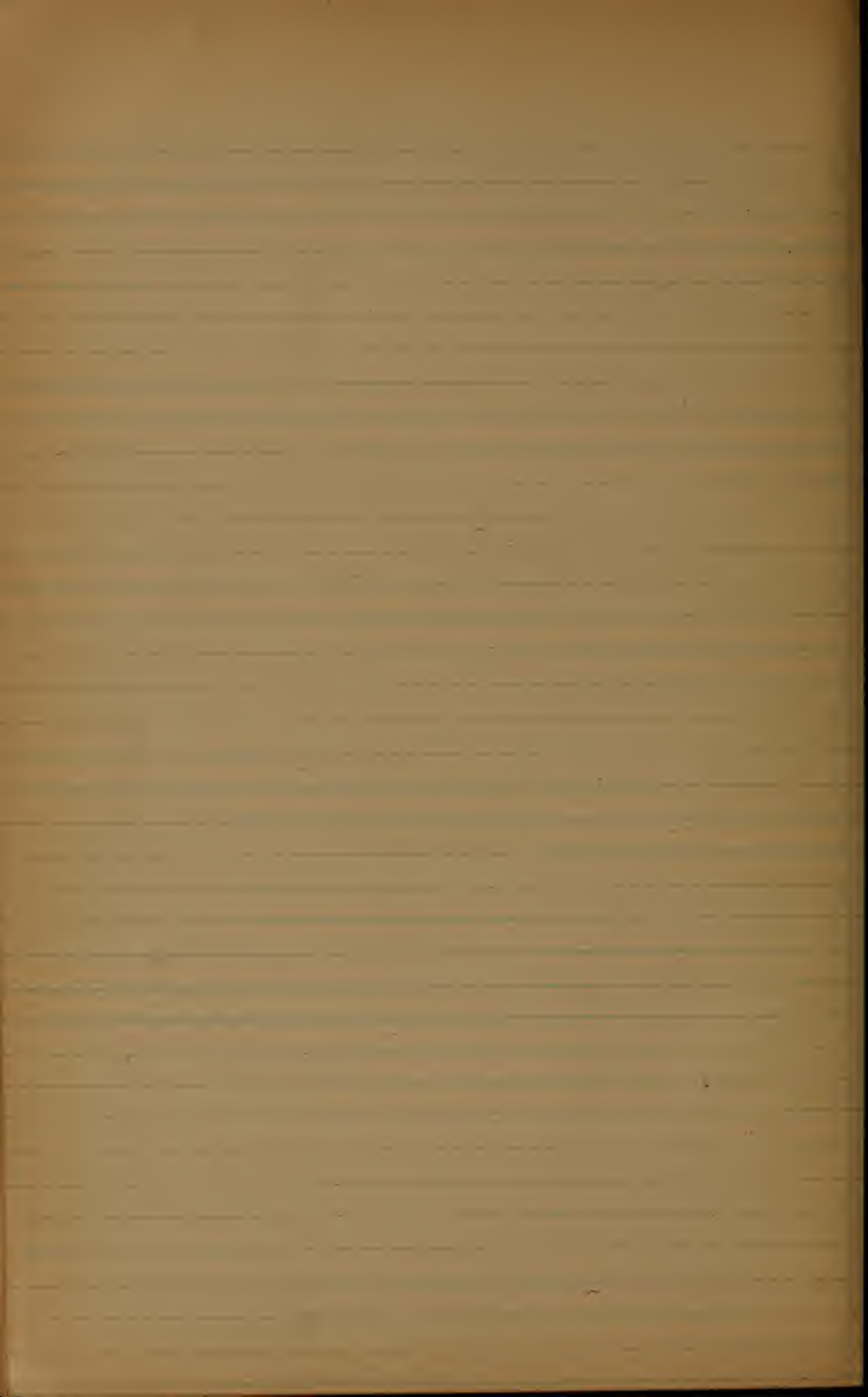
_____ 189~

RECEIPT FOR FURNI-
TURE.

Received by _____

_____, U. S. M. C.

=====



[IN TRIPLICATE.]

Form 18.

INVENTORY OF FURNITURE.

[Referred to in paragraph 15.]

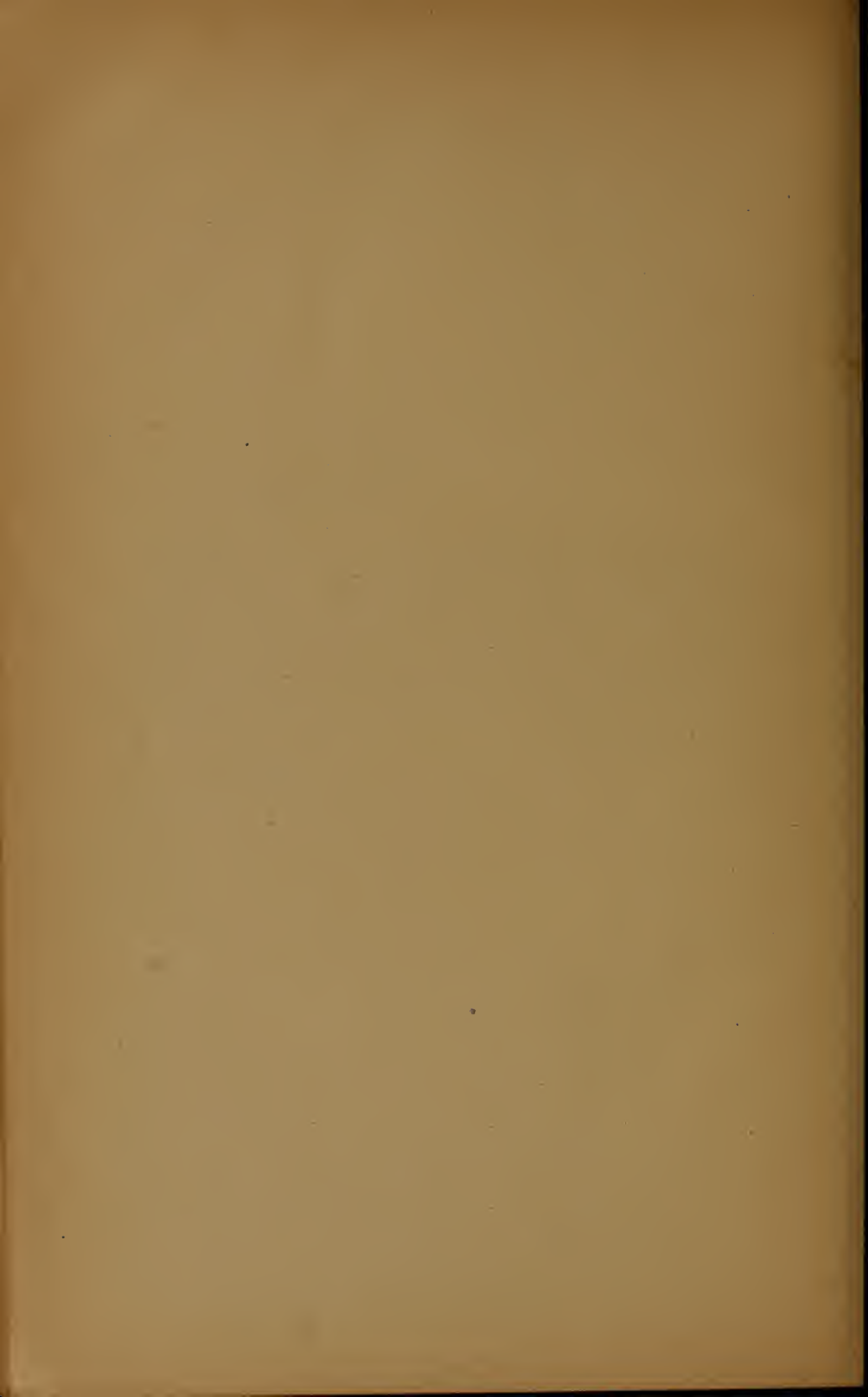
MARINE BARRACKS,
_____, _____

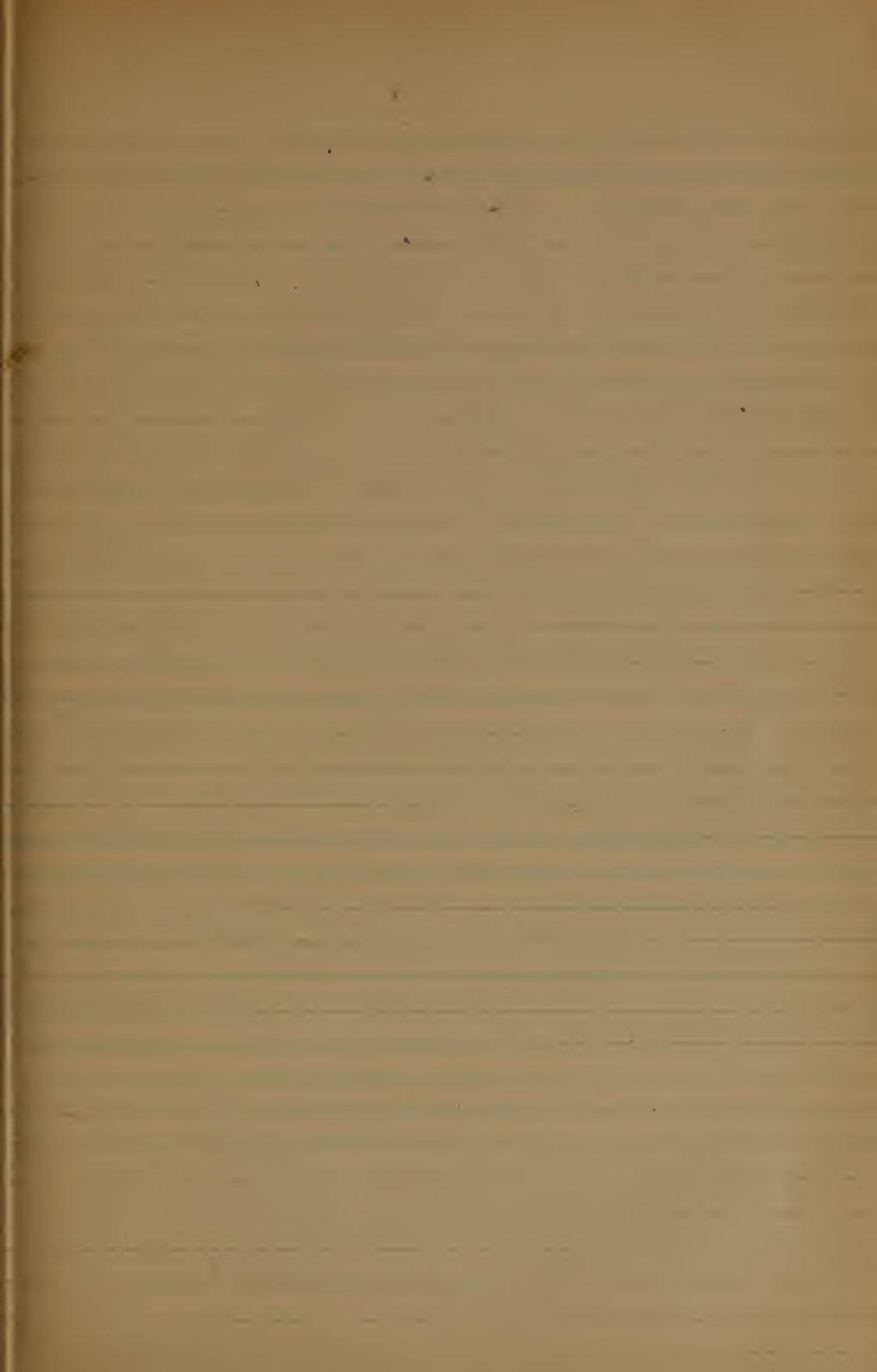
_____, 189-.

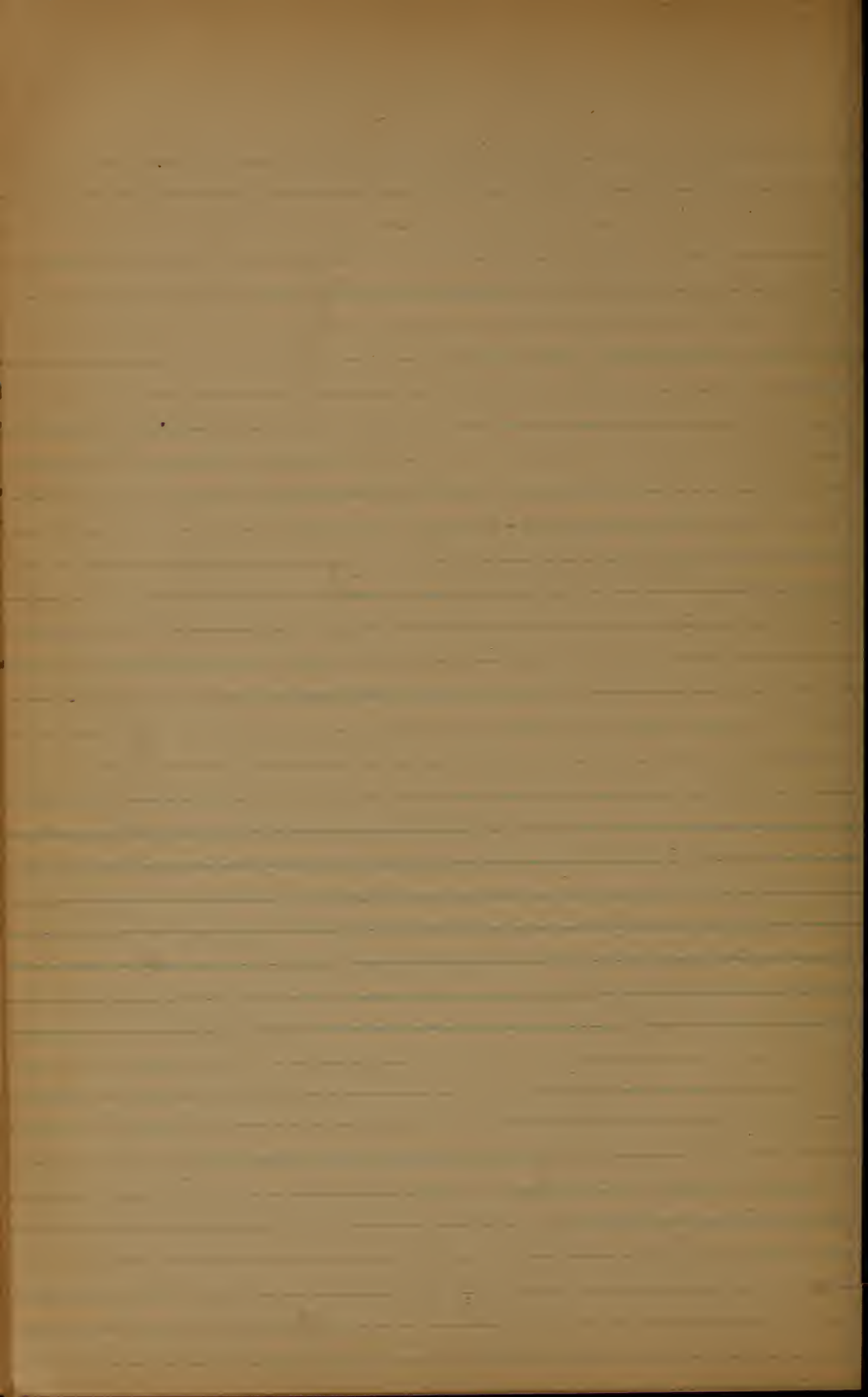
GENTLEMEN: You will make a strict and careful inventory of all articles of furniture pertaining to quarters occupied by _____, U. S. M. C., and report in triplicate, giving a description of the articles, their cost, the length of time they have been in use, and their present condition. You will also report whether there is reason to believe that proper care has not been taken in the preservation of any of the articles, and if so, in whose use the furniture was at that time, and the amount of damage through such want of care. You will also report all missing articles, their description and cost.

Respectfully,

*Commanding Post.*To _____







(Form 18.)

=====

.....

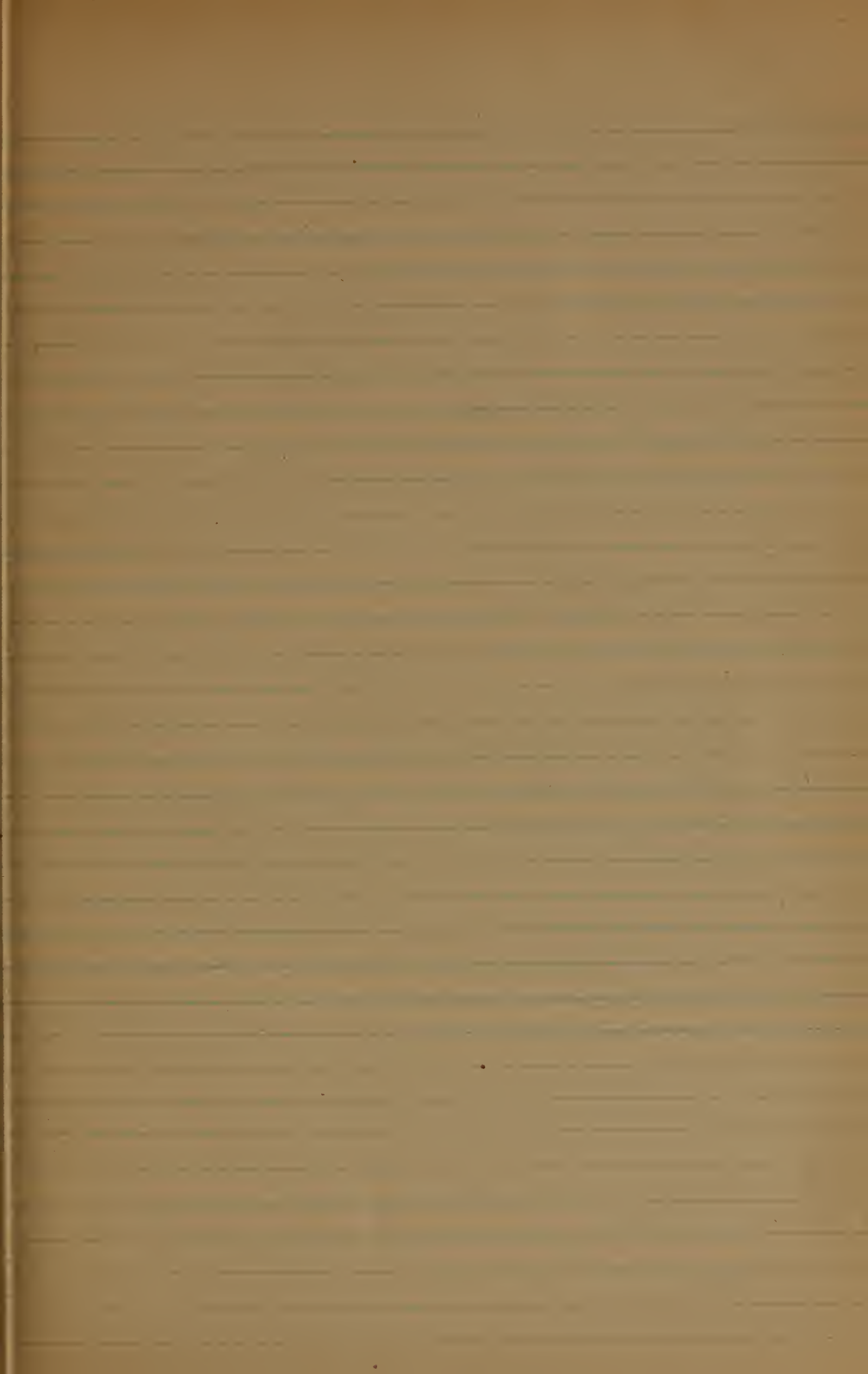
....., 189 .

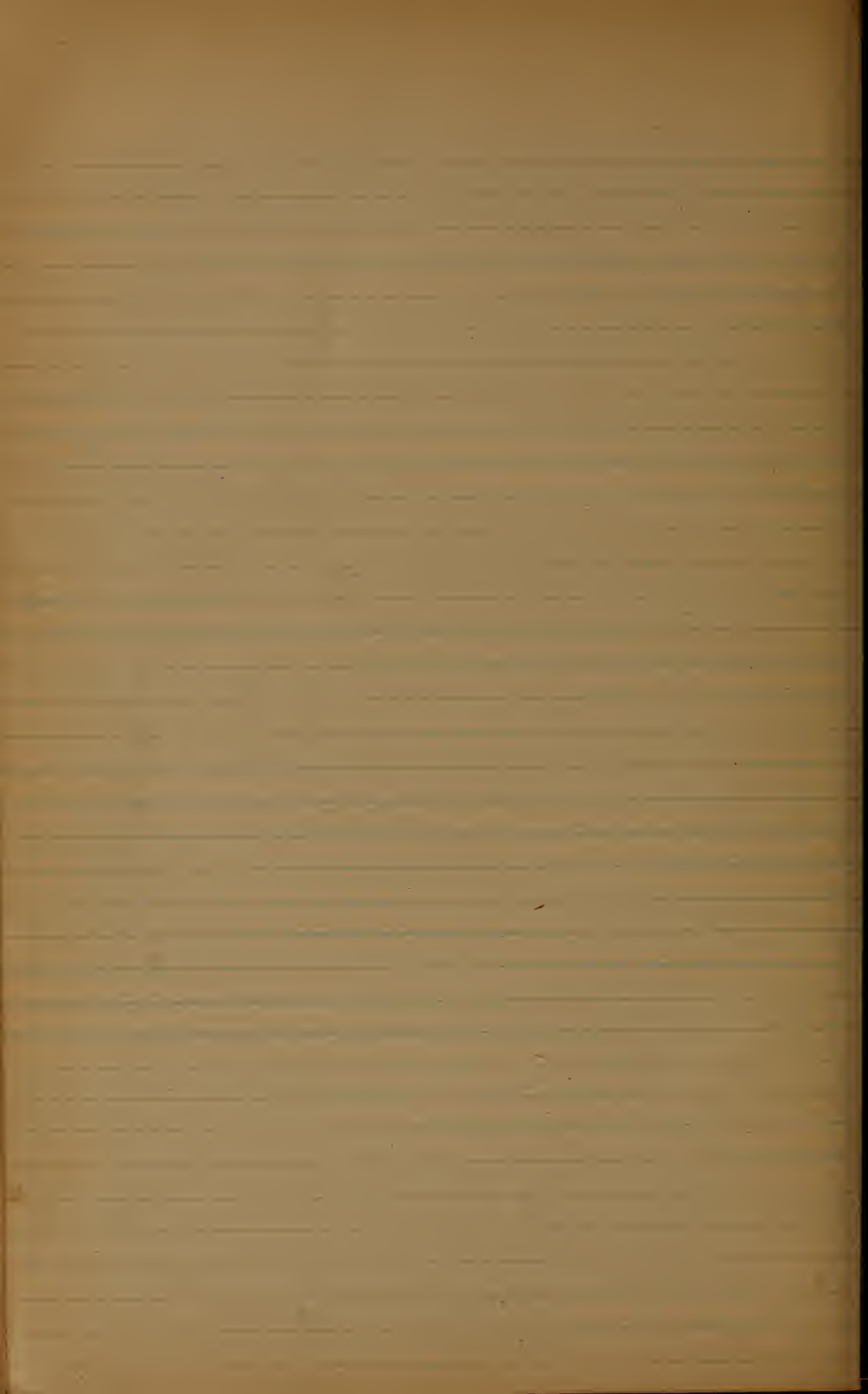
Inventory of Furniture.

.....

.....

=====





[IN TRIPLICATE.]

Form 19.

SURVEY OF FURNITURE.

[Referred to in paragraph 56.]

MARINE BARRACKS,

_____,
_____, 189-.

SIR: I respectfully request that a survey be ordered on the articles of furniture described in the annexed list, and pertaining to quarters occupied by _____ under the cognizance of the Quartermaster's Department, U. S. M. C., which articles I believe to be unfit for use.

Respectfully,

_____,
_____, U. S. M. C.

To _____,
U. S. M. C., *Commanding Post.*

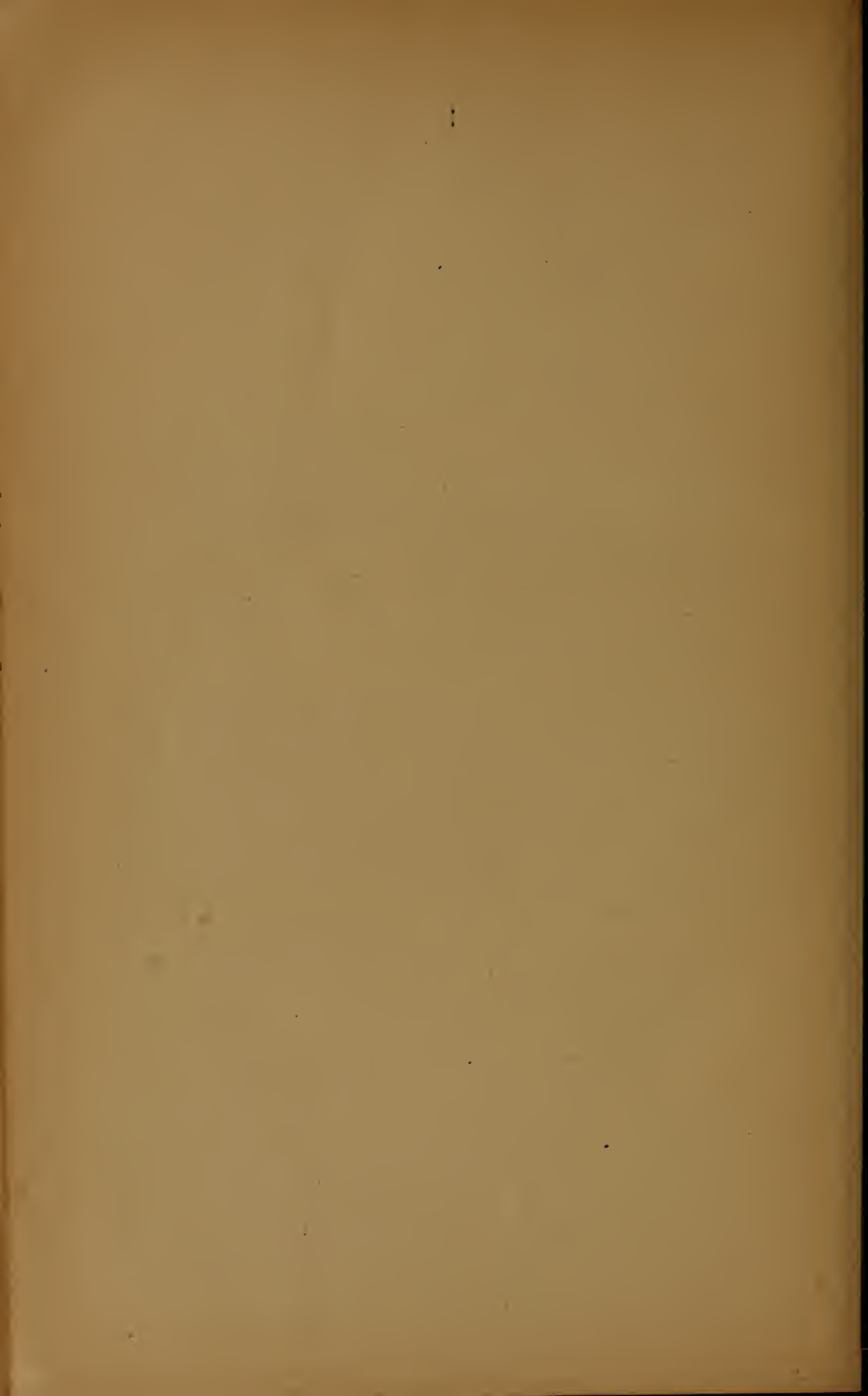
_____, 189-.

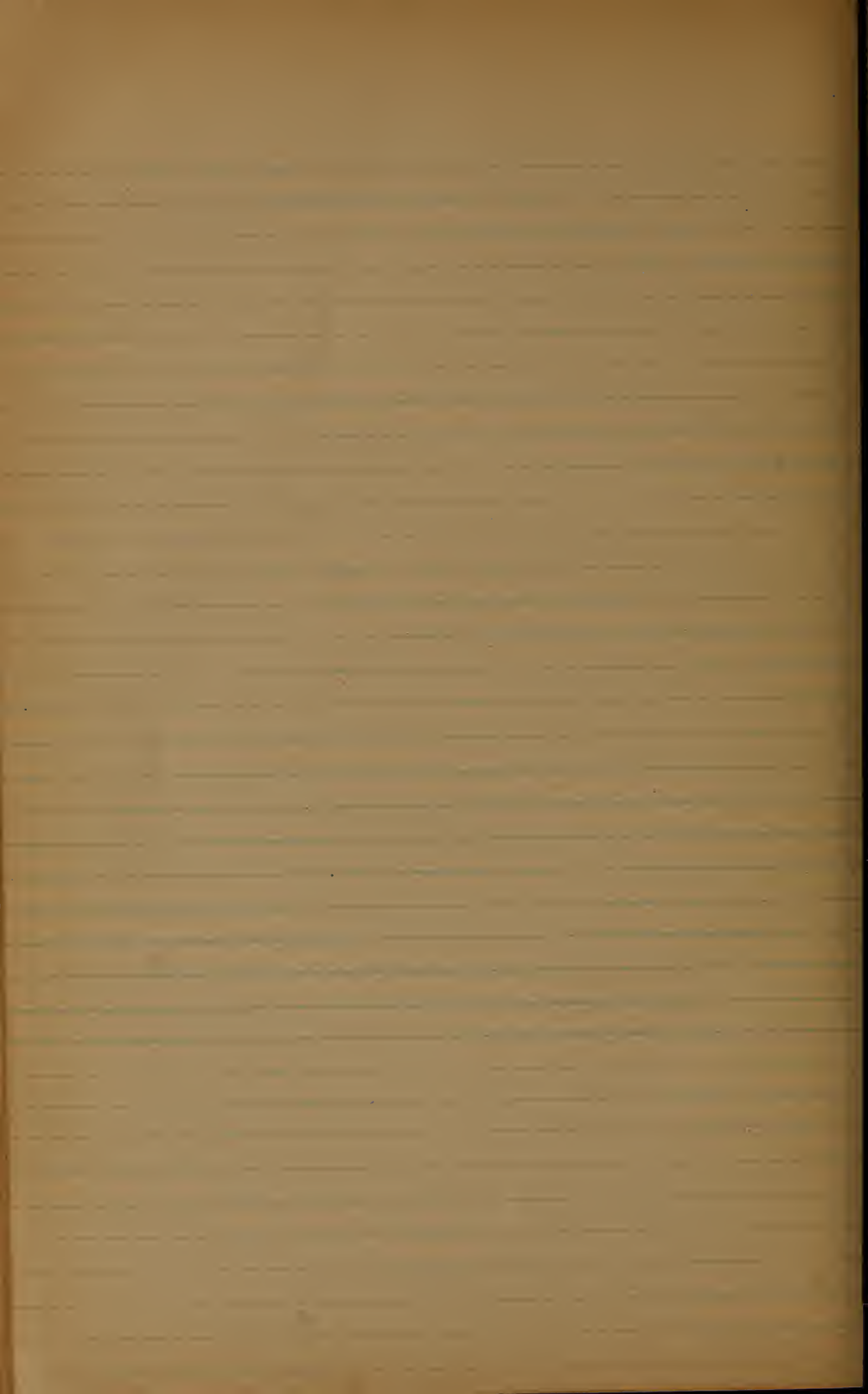
GENTLEMEN: You will hold a strict and careful survey on the articles described in the following list, referred to above, and report, in triplicate, their condition. If, in your judgment, they are unfit for use, you will state, fully, the particulars in which they are so; state how long they have been in use, and whether there is reason to believe that proper care has not been taken in their preservation, and if so, in whose use the furniture was at that time, as well as the amount of supposed damage through want of proper care. You will also state the cost of the furniture, and the disposition recommended to be made of each article.

Respectfully,

_____,
_____,
U. S. M. C., *Commanding Post.*

To _____,
_____,
_____.





Form 19—Continued.

MARINE BARRACKS,

. ———, 189—.

SIR: In obedience to your order of ——— we have held a strict and careful survey on the articles of furniture therein mentioned pertaining to quarters occupied by ——— under the cognizance of the Quartermaster, U. S. M. C., and we respectfully report as follows:

ARTICLES.

No.	LOCATION. DESCRIPTION.	COST.	How long in use.		CONDITION.	Disposition recommended.
			Years.	Months.		

Respectfully,

_____,
_____.
_____,
_____.
_____,
_____.

To _____,
U. S. M. C., *Commanding Post.*

MARINE BARRACKS, ———, 189—.

Approved and forwarded:

_____,
_____,
U. S. M. C., *Commanding Post.*

(Form No. 19.)

—

.....

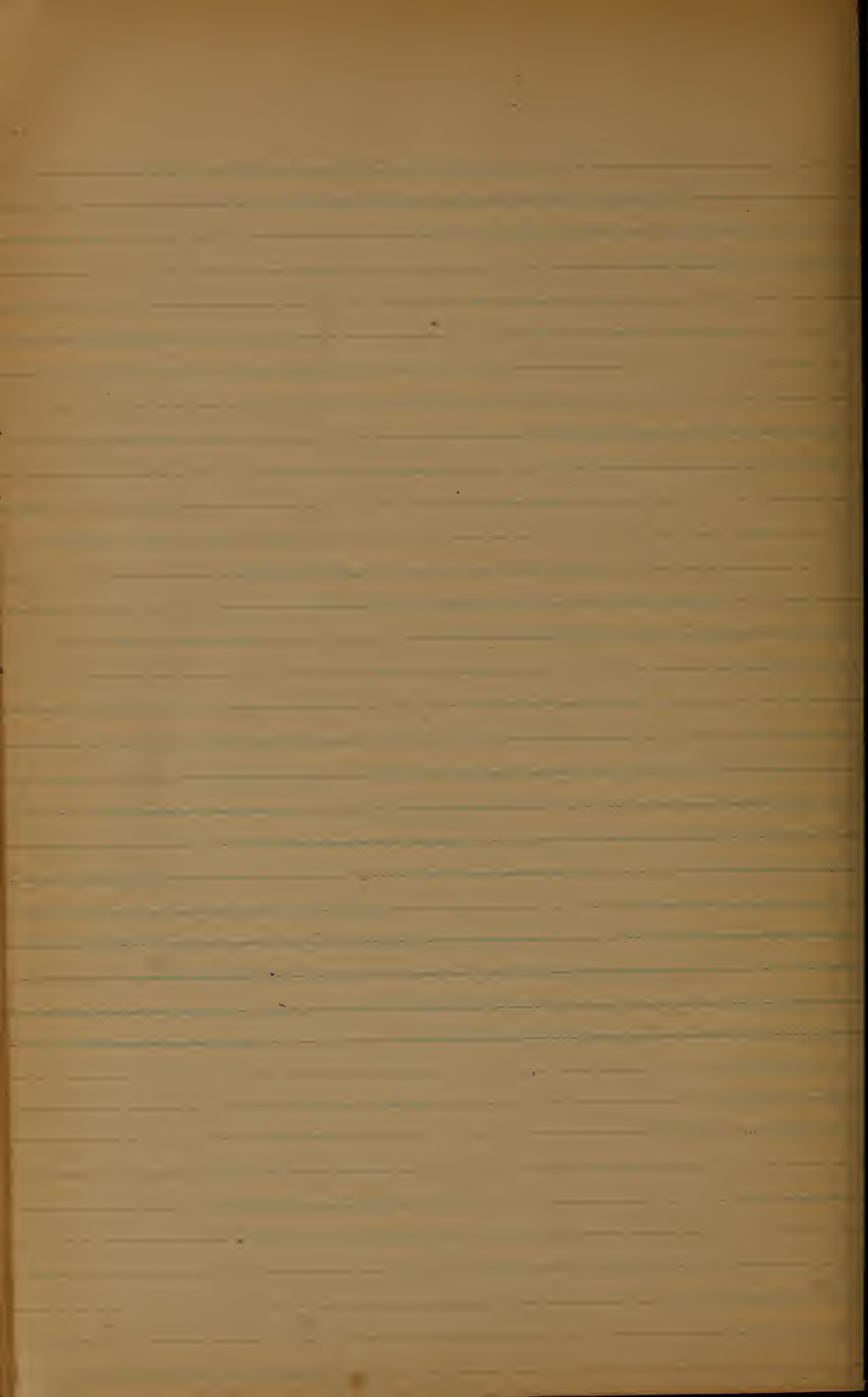
.....

....., 189 .

Survey of Furniture

.....

.....



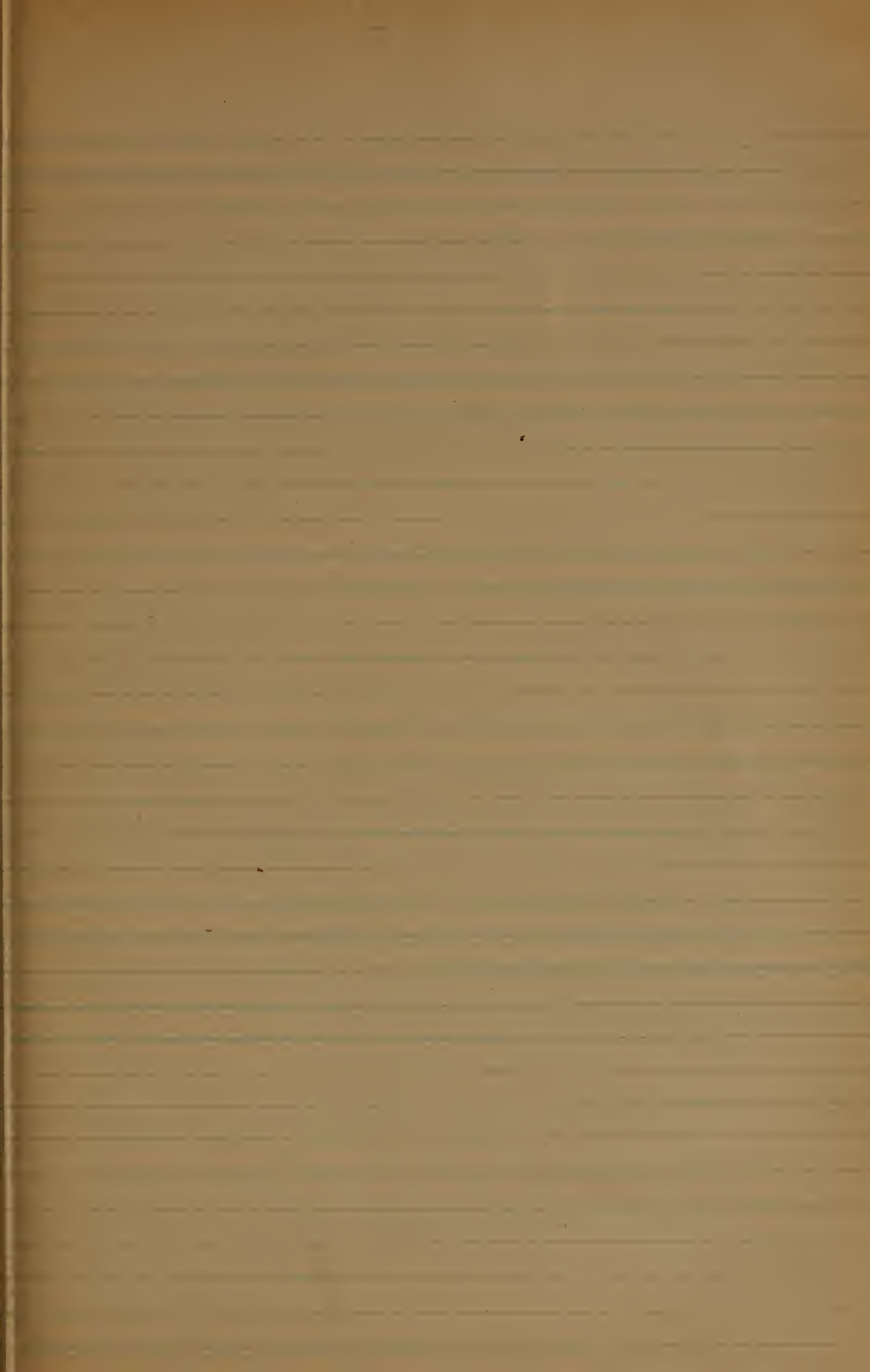
(Form No. 20.)

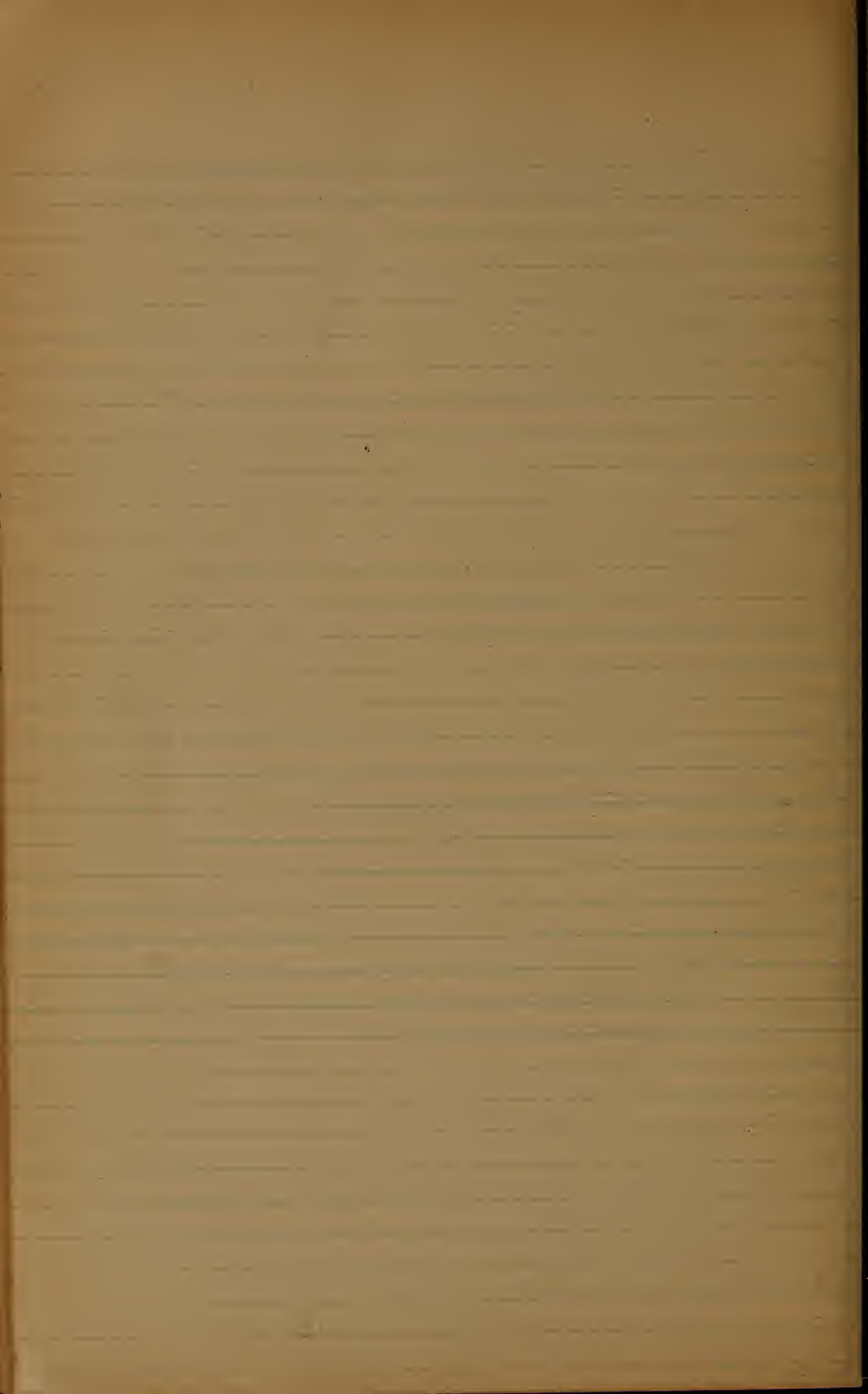
Quarterly Return
of
Equipage and Quartermaster's
Stores.

Rendered by

For the _____ quarter, 18—.

Station _____

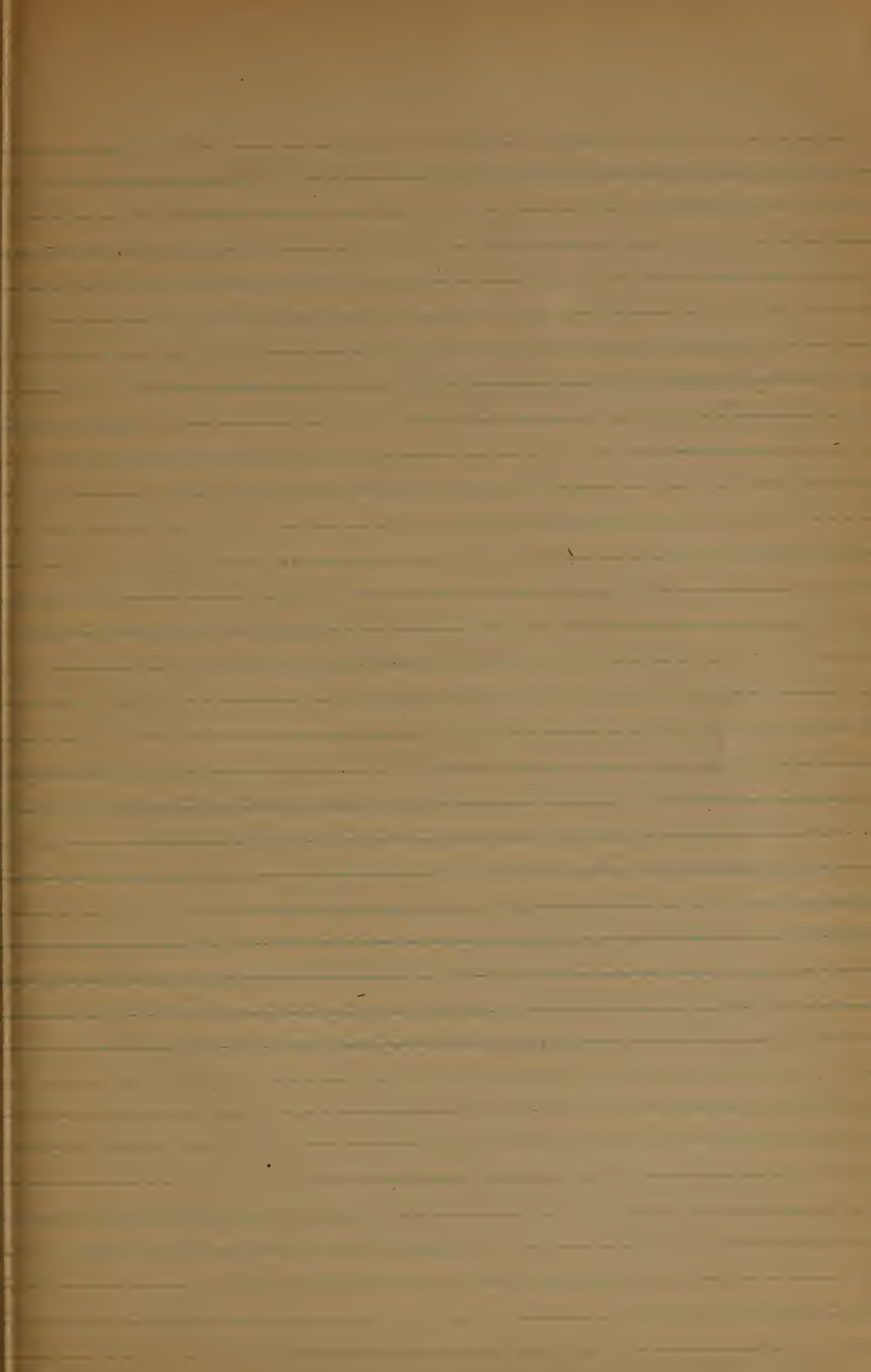


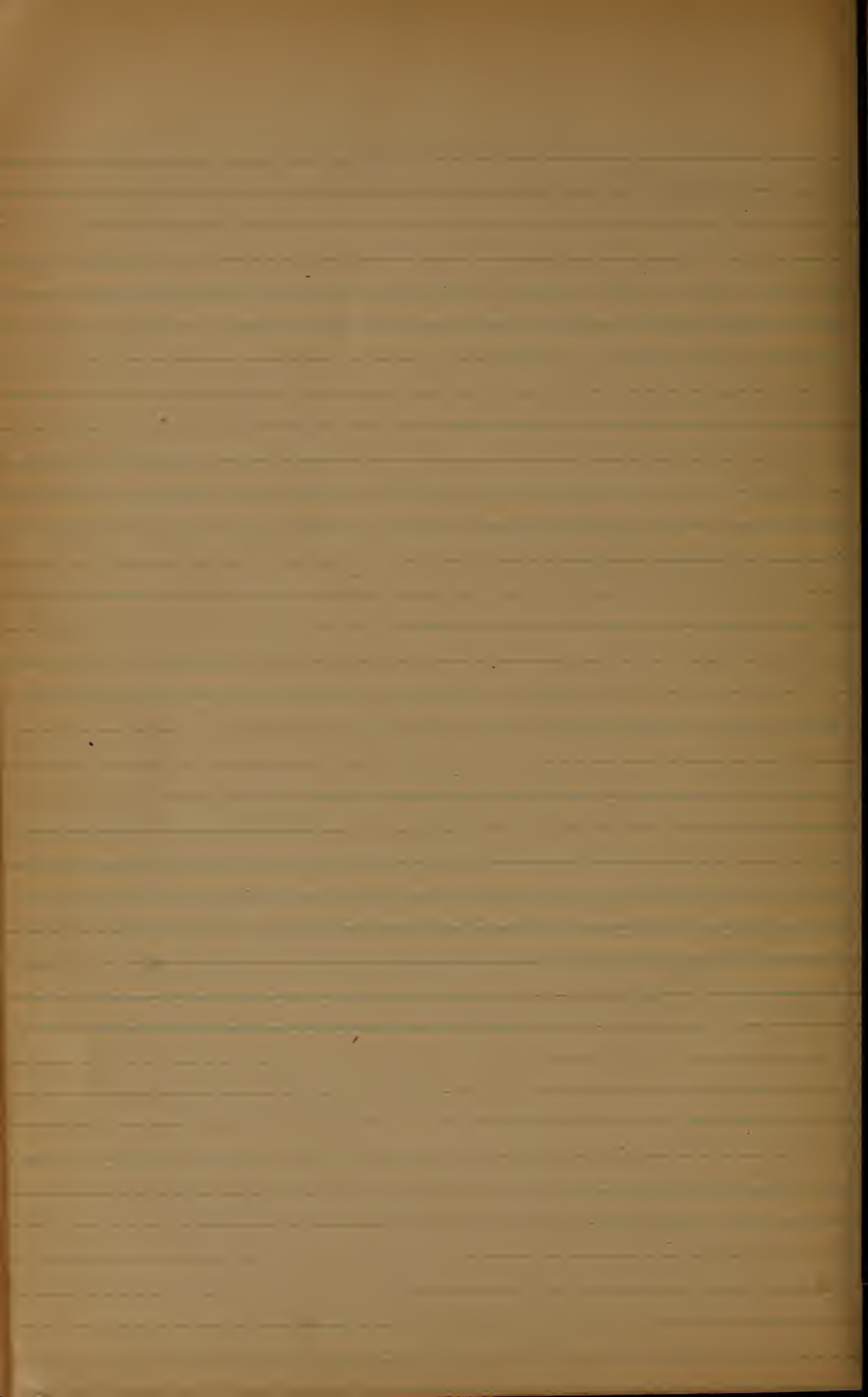


Form 20.

issued, and remaining on hand at Marine Barracks ————, during
ing ————, 18—.

Barrack furniture and equipage.									
Mattress covers.									
Pillows.									
Pillow-cases.									
Pillow-covers.									
Settees.									
Stoves.									
Tables, tops.									
Wash-basins.									
Wash-pails.									
Water-cooler.									
Window-shades.									
Bowls.									
Butcher cleaver.									
Coffee-boiler.									
Coffee-mills.									
Cups and saucers.									
Dinner plates.									
Forks.									
Galley.									
Glass tumblers.									
Knives.									
Mess-benches.									
Mess-kettles.									

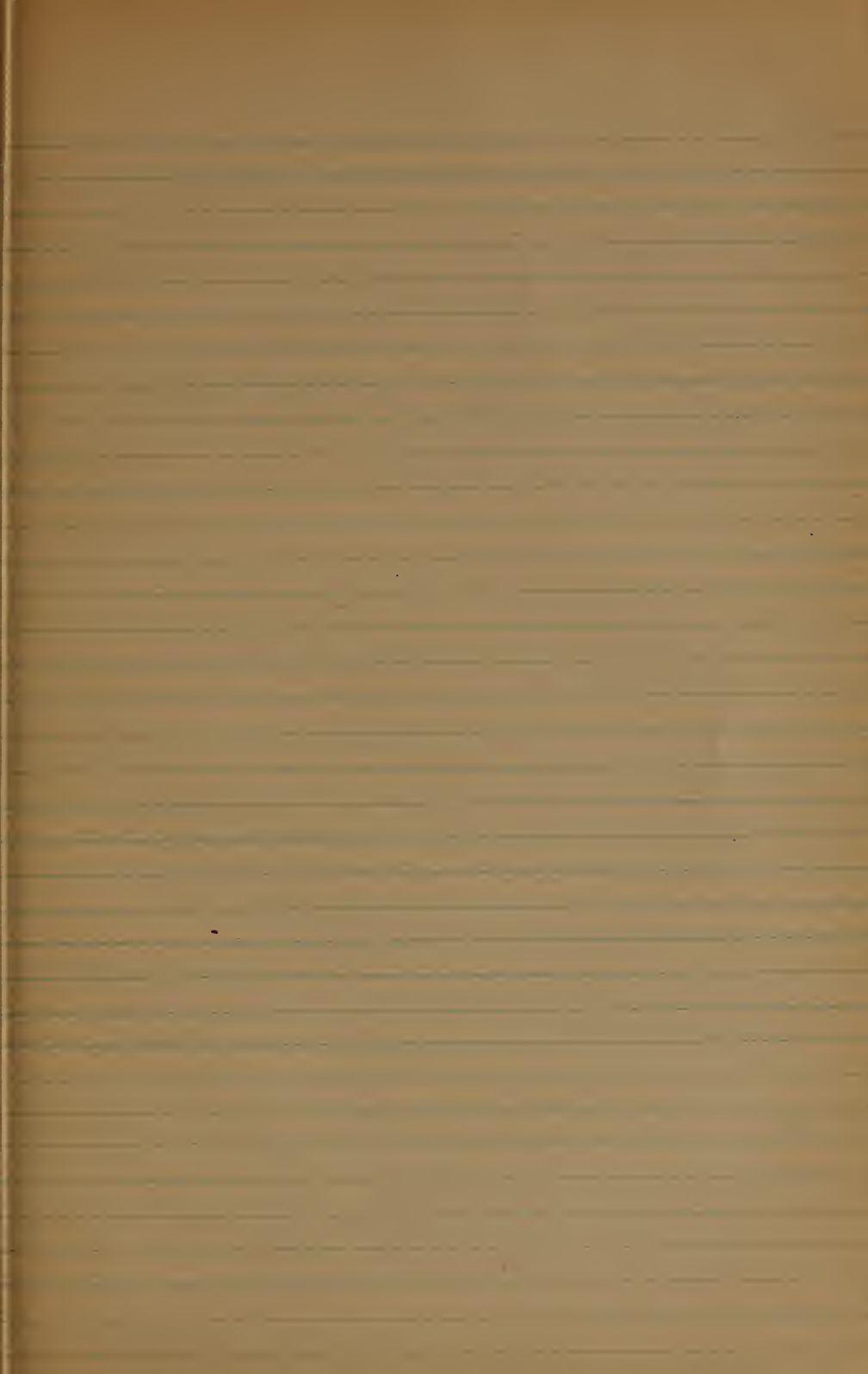


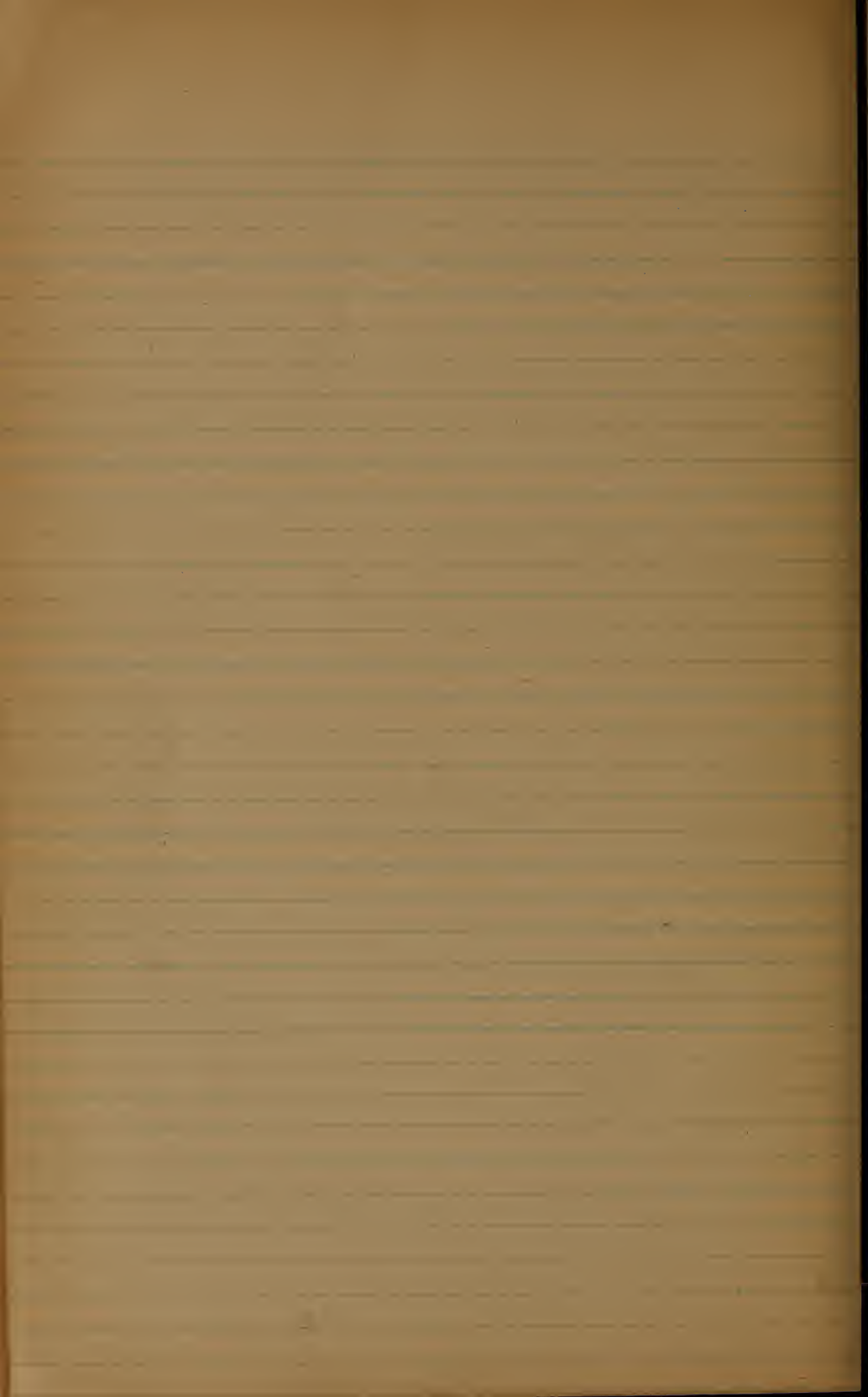


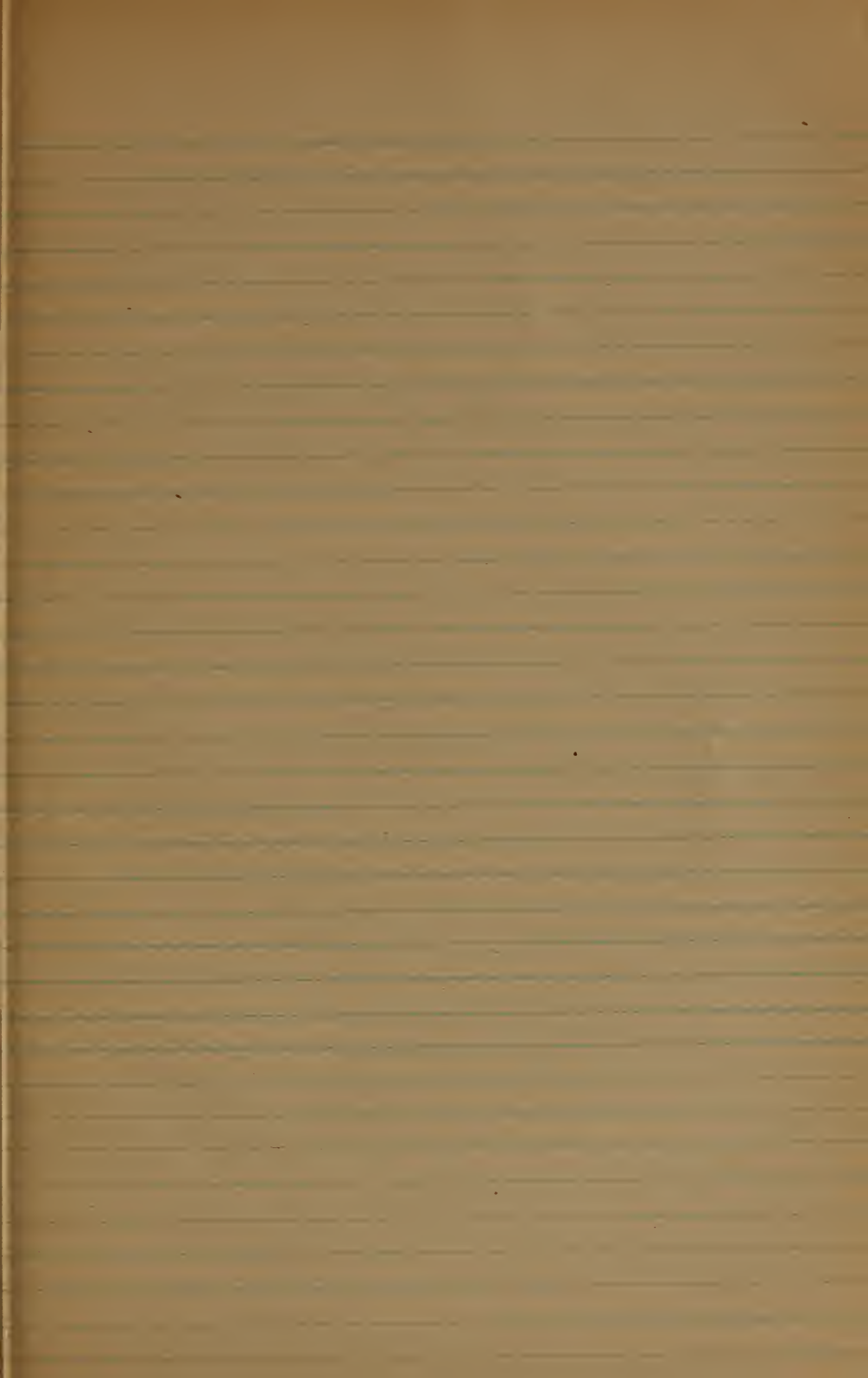
Form 20—Continued.

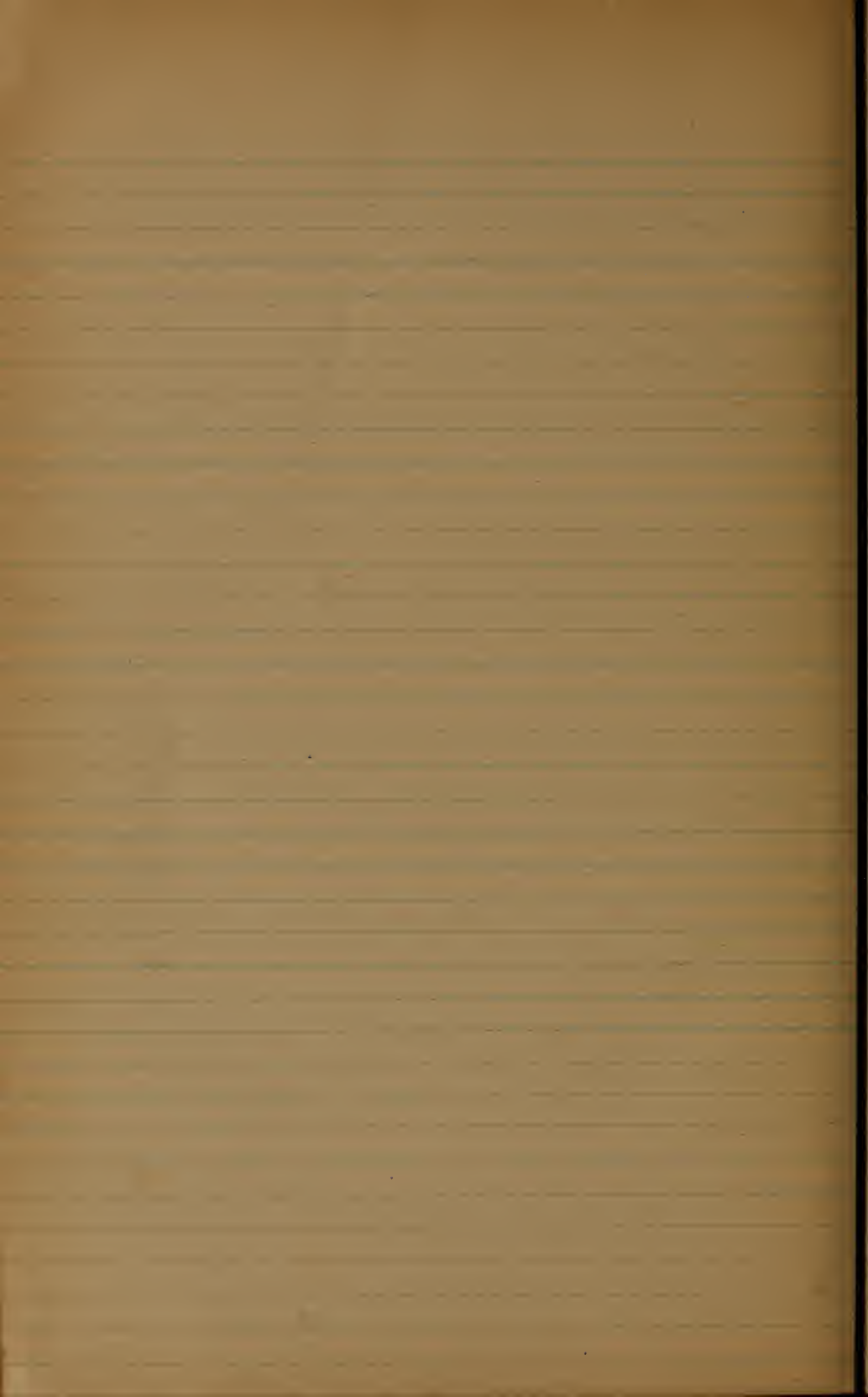
issued, and remaining on hand at Marine Barracks ———, during
ing ———, 18—.

ANCS.	
Barrels, lime.	
Ball and chain.	
Box-hook.	
Brooms, corn.	
Brooms, rattan.	
Brushes, whitewash.	
Brushes, marking.	
Brushes, paint.	
Brushes, scrub.	
Buckets, horse.	
Buckets, iron.	
Cart, push.	
Cart, hand.	
Carriage hose.	
Feet irons.	
Fire-extinguisher.	
Garden-roller.	
Garden lines.	
Hand grenades.	
Hand-irons.	
Harness, sets.	
Hatchets.	
Horses.	









Form 20—Continued.

issued, and remaining on hand at Marine Barracks ———, during
ing ———, 18—.

[illegible]

I CERTIFY that the above return is correct.

—— *U. S. M. C., Commanding Post.*

(IN DUPLICATE.)

Form 21.

[Referred to in paragraph 128.]

REQUISITION FOR FUEL FOR OFFICERS.

DATE.	BY WHOM RE- QUIRED.	OAK, IN STICK.			OAK, SAWED AND SPLIT.			PINE, IN STICK.			PINE KIND- LING, SAWED AND SPLIT.			RED ASH COAL (egg).		RED ASH COAL (stove).		WHITE ASH COAL (egg).		WHITE ASH COAL (stove).		WHITE ASH COAL (furnace).	
		Cords.	Feet.	Inches.	Cords.	Feet.	Inches.	Cords.	Feet.	Inches.	Cords.	Feet.	Inches.	Tons.	Lbs.	Tons.	Lbs.	Tons.	Lbs.	Tons.	Lbs.	Tons.	Lbs.

I certify the above-named fuel is required for my actual use only, at the place where I am on duty.

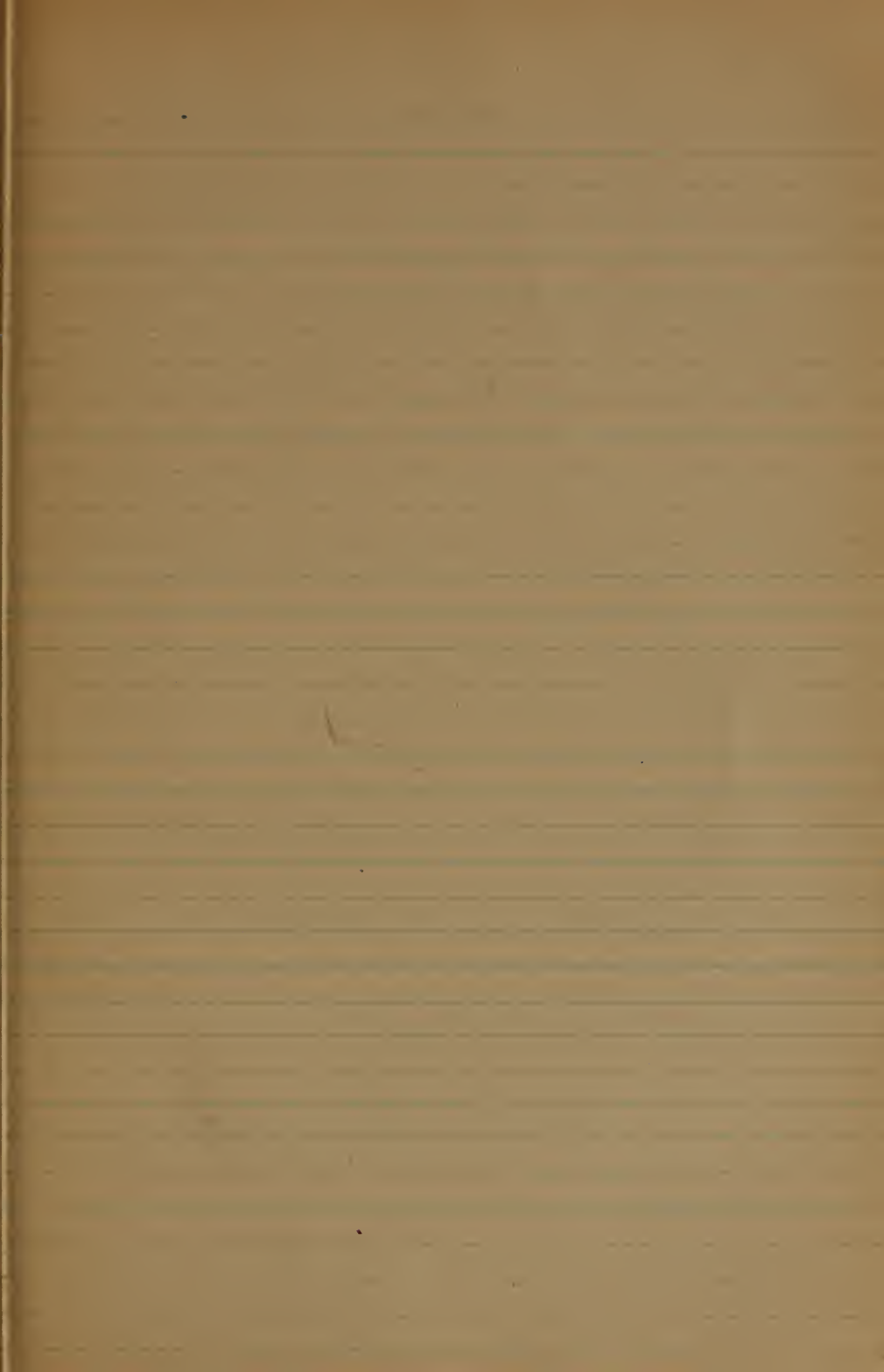
_____,
_____.

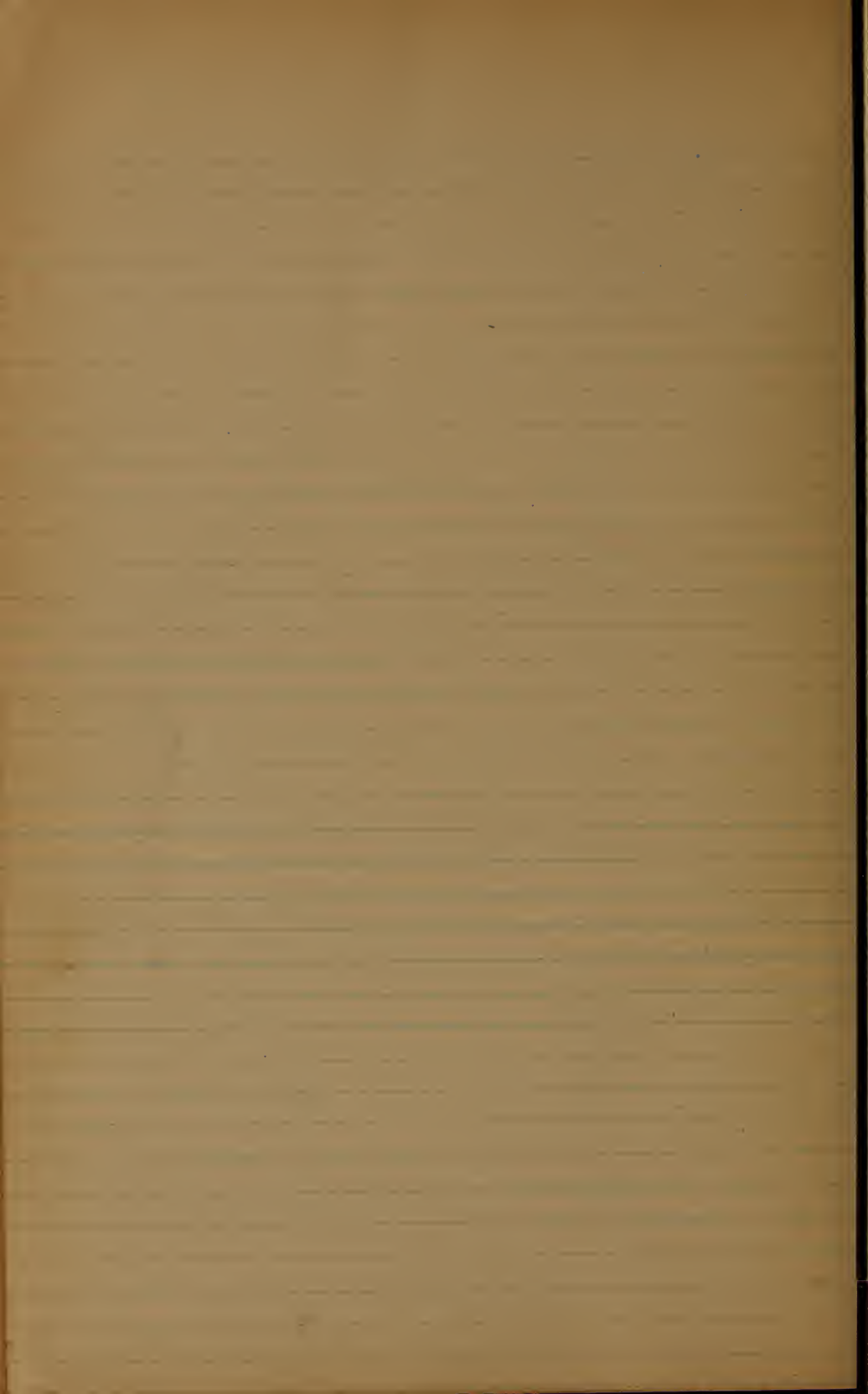
RECEIVED at _____, on the _____ day of _____, 18____, of Major _____, Quartermaster U. S. Marine Corps, _____ cords _____ feet _____ inches of oak in stick; _____ cords _____ feet _____ inches of oak, sawed and split; _____ cords _____ feet _____ inches of pine in stick; _____ cords _____ feet _____ inches of pine kindling, sawed and split; _____ tons _____ lbs. of red ash coal (egg); _____ tons _____ lbs. of red ash coal (stove); _____ tons _____ lbs. of white ash coal (egg); _____ tons _____ lbs. of white ash coal (furnace).

M _____,
Contractor,

Will furnish the above fuel and send bill to this office.

_____,
Quartermaster, Marine Corps.





Form 22.

[Referred to in paragraph 134.]

CONSOLIDATED REQUISITION *for fuel for officers, offices, enlisted men,*
 &c., at Marine Barracks, ———, for ——— ending ———, 18—.

[illegible]

I certify that the above requisition is correct and just.

Commanding Post.

Form 23.

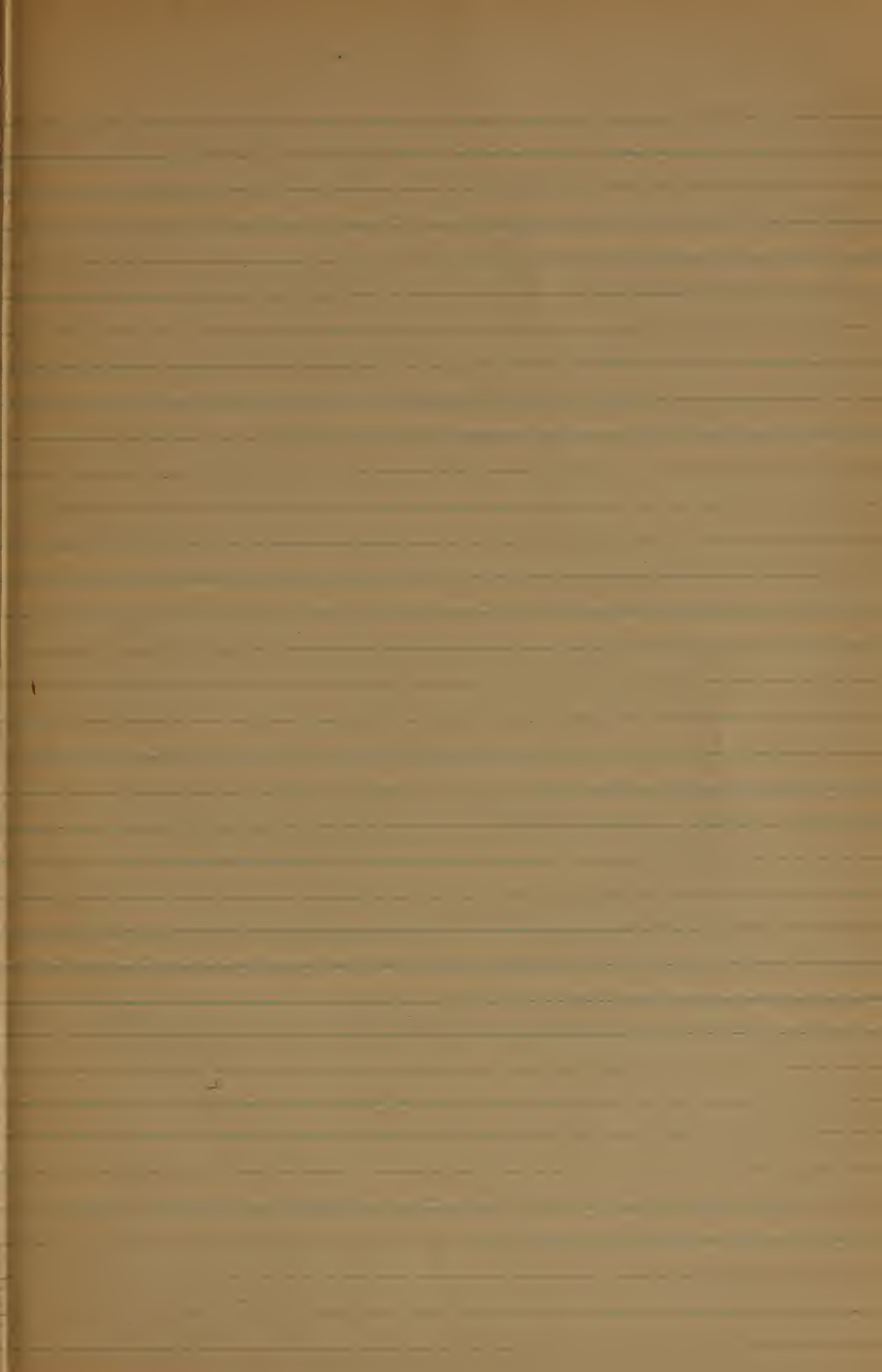
[Referred to in paragraph 134.]

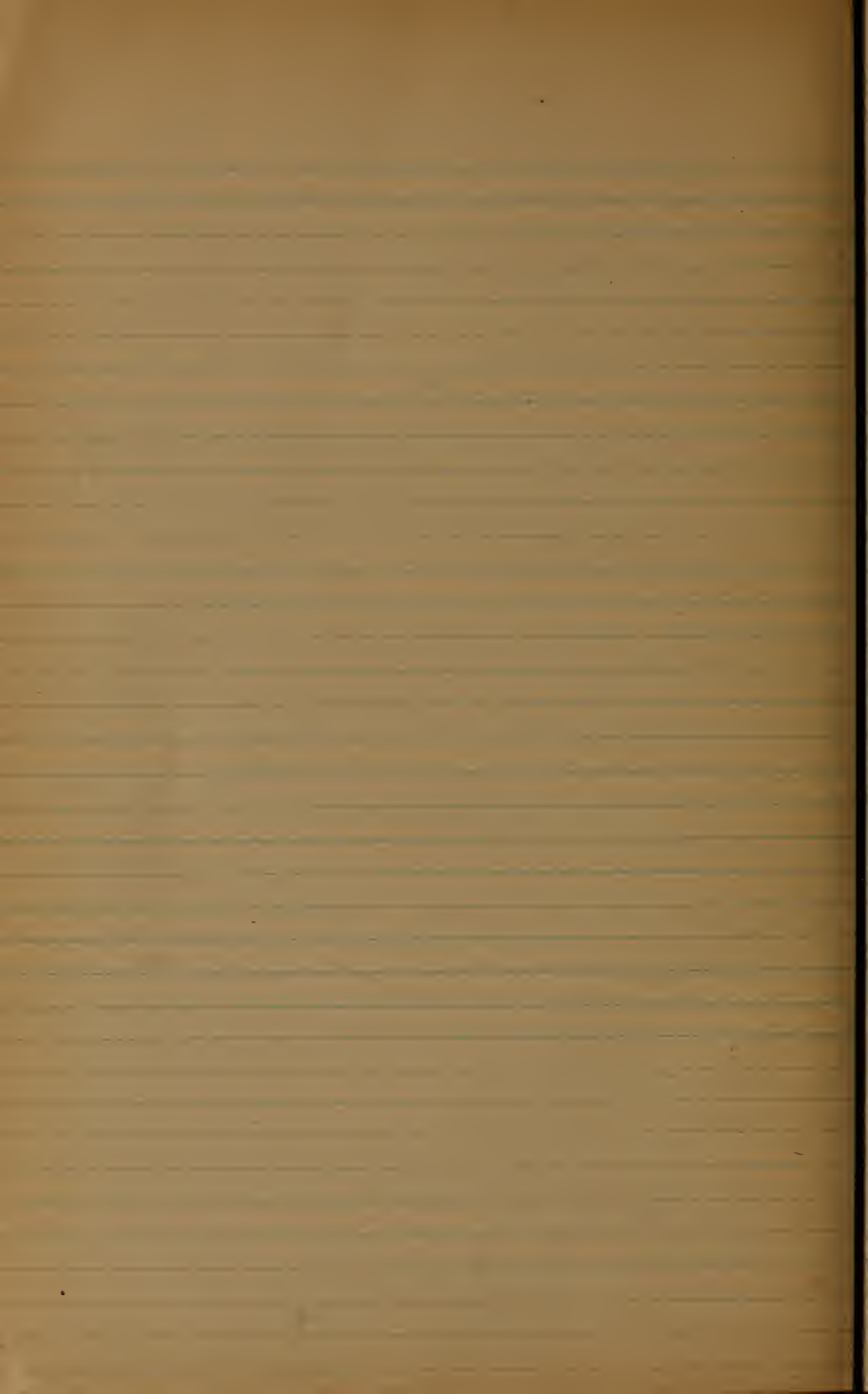
RETURN OF FUEL at the Marine Barracks, ———, for the Quarter ending
 ———, 189—, ——— ———, Commanding.

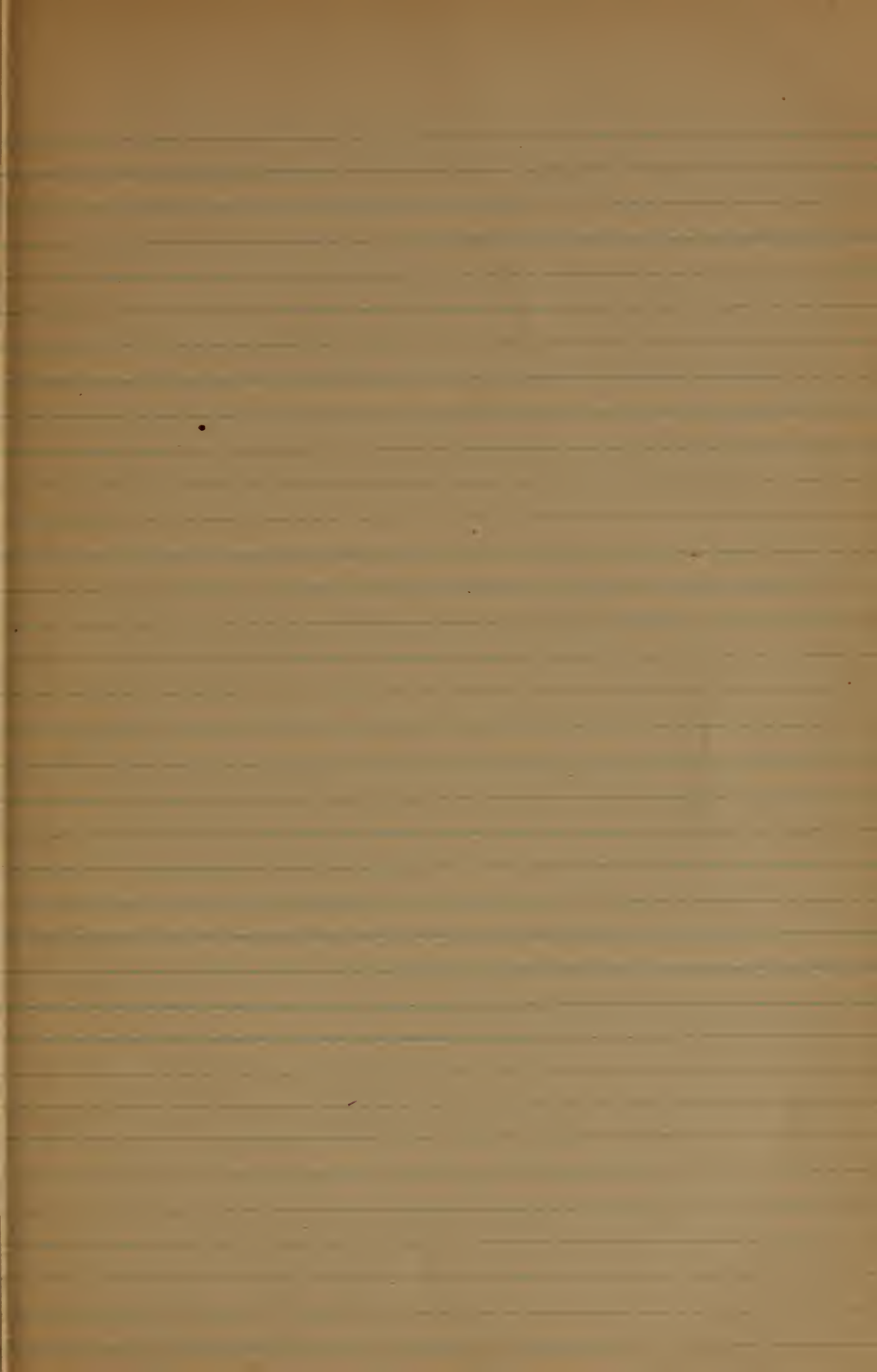
DATE.	FROM WHOM RECEIVED AND TO WHOM ISSUED.	WOOD.			COAL.	
		Cords.	Feet.	Inches.	Tons.	Pounds.
	On hand
	Received from ——— ———, Contractor.
	Issued to troops
	Issued to hospital
	Issued to guardrooms
	Issued to offices
	Remaining on hand

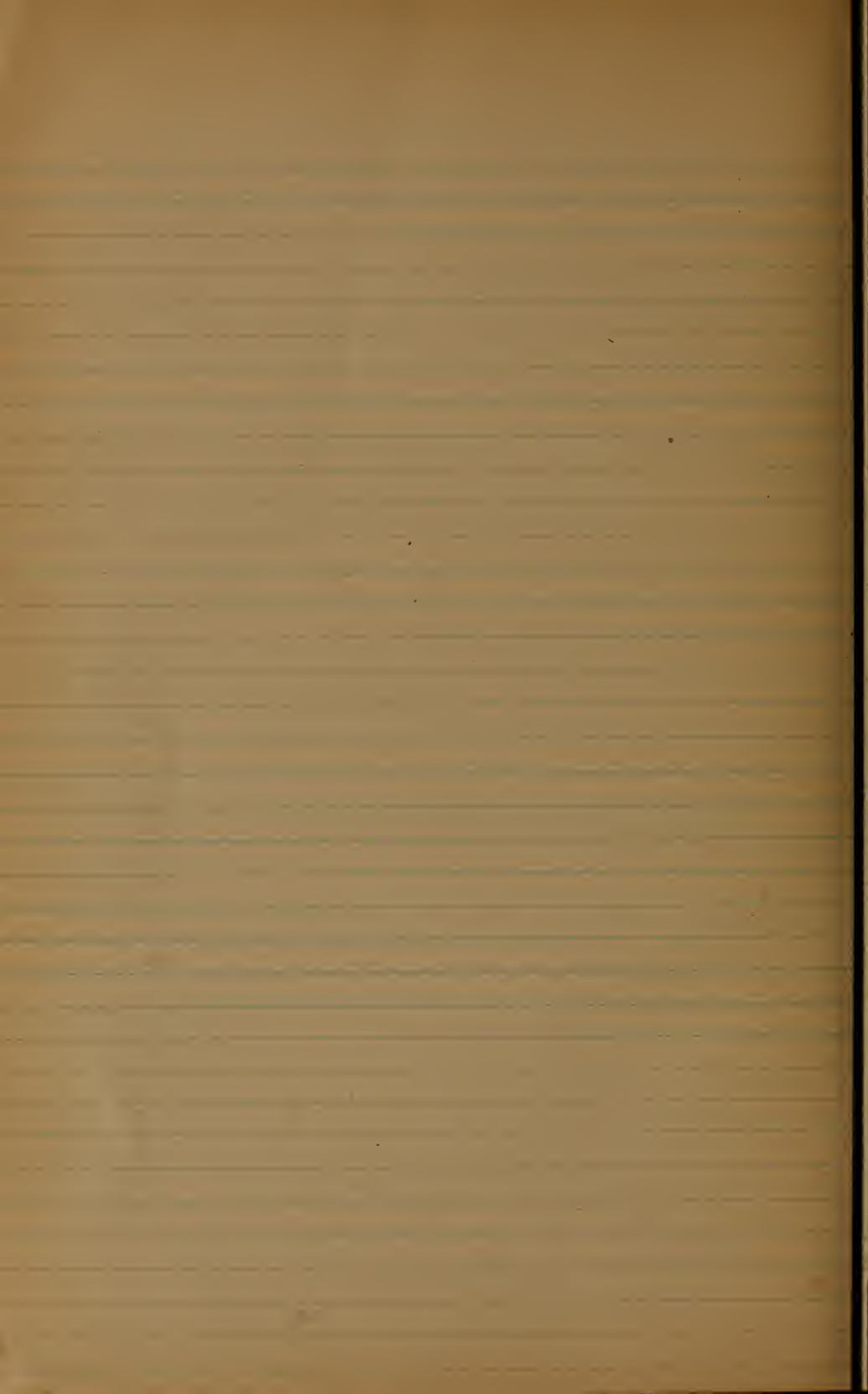
—————, ———,
 ———, ———,
 Commanding Post.

MARINE BARRACKS,
 U. S. Navy Yard, ——— ———,
 ———, 189—.

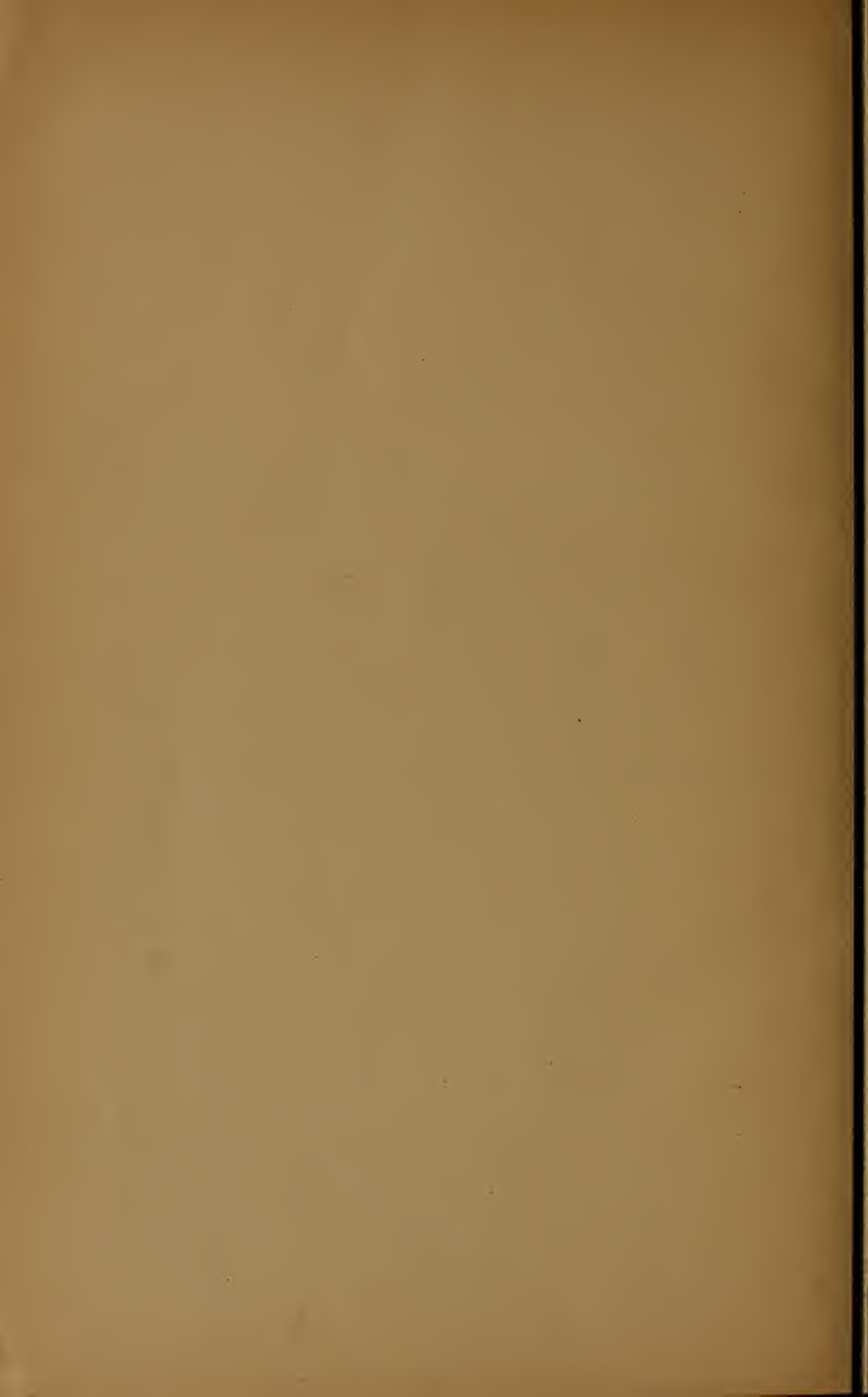


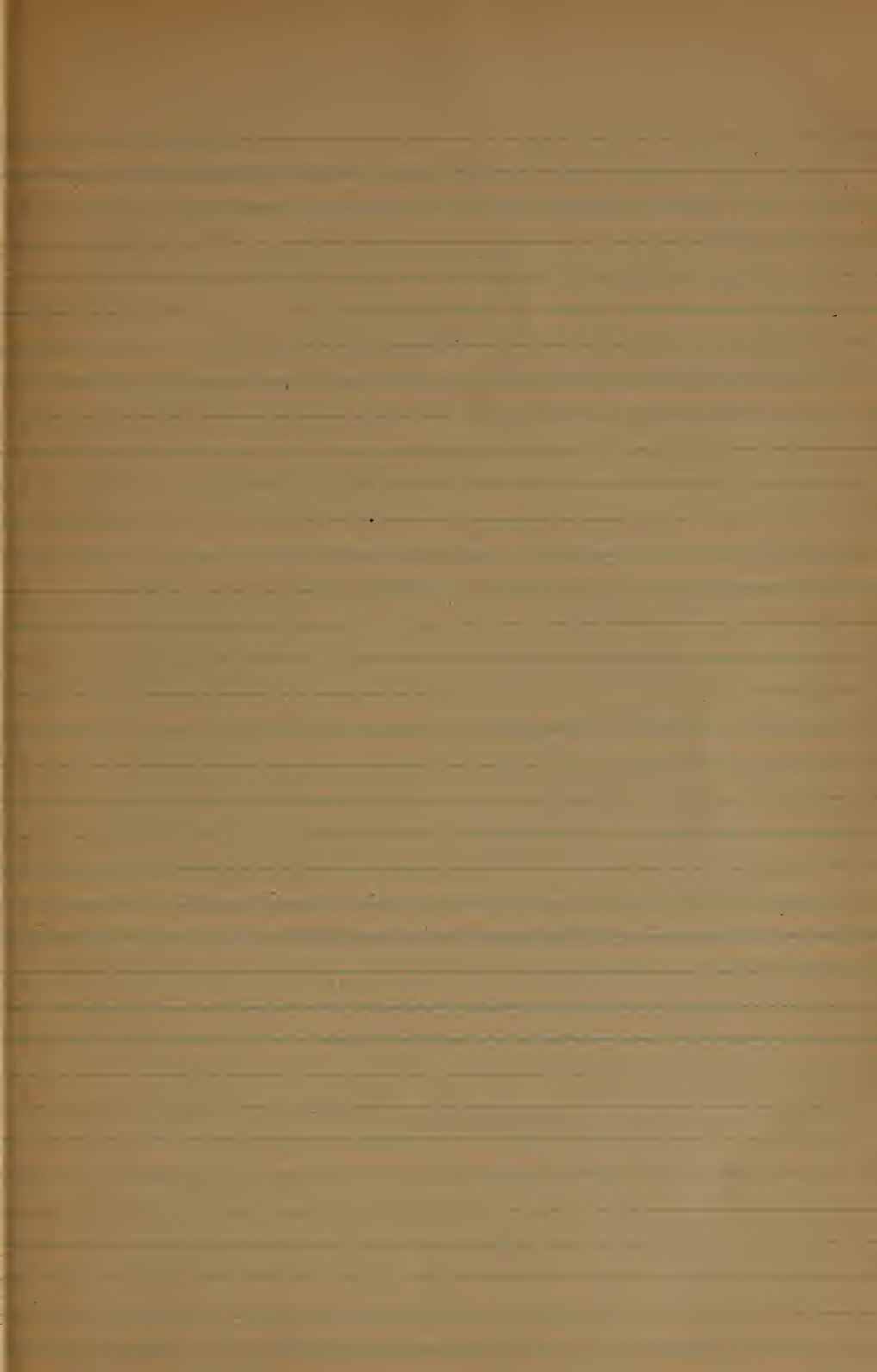


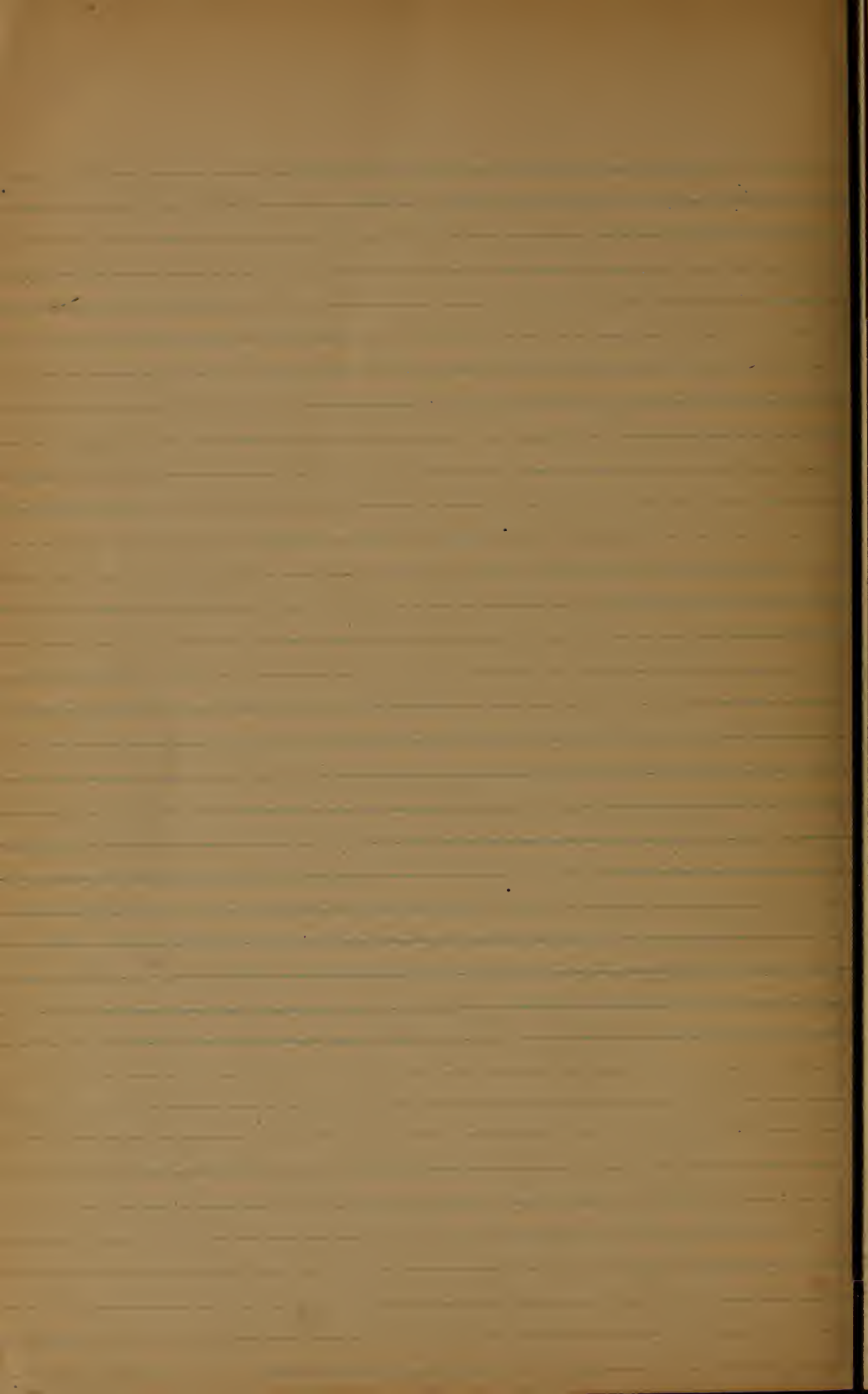




APPENDIX.







A.

SPECIAL REQUISITION.

FULL-DRESS COATS, UNDRRESS COATS, FATIGUE JACKETS, AND
OVERCOATS.MARINE BARRACKS, _____,
_____, 189-.

SIR: There is required for issue at this post one _____, to be cut to the following measurements, viz:

NAME.	RANK.	No.		Inches.
		1	Length from base of collar to mark on back seam.
		2	Length from base of collar to waist
		3	Length of coat from base of collar to bottom of skirt.
		4	Distance from center seam, base of collar, to mark in front of arm at bottom of arm-hole.
		5	Distance from mark in front of arm-hole to mark on center back seam.
		6	From mark to mark on breast, front of arms.
		7	Length of sleeves from center back seam.
		8	Neck measure
		9	Breast measure
		10	Waist measure
		11	Height of man

DIRECTIONS TO BE OBSERVED IN TAKING MEASUREMENTS FOR SPECIAL SIZES OF FULL-DRESS COATS, UNDRRESS COATS, FATIGUE JACKETS, AND OVERCOATS.

Place the party to be measured in an upright and natural position, coat buttoned, and hands upon each hip.

Place the tape-measure across the shoulders at base of collar, passing the ends over and around the arms and straight back across the center back seam, marking with chalk where the measure crosses said seam; also marking with chalk on each breast, on a line with the front of the arm, and in a direct line with the tape-measure as it touches the bottom of the arm-hole. Then take the measures in the order as indicated by the numbers 1, 2, 3, 4, etc.

The length of waist and skirt should be down the center back seam, commencing at base of collar.

To Capt. _____,

A. Q. M., U. S. M. C., Philadelphia, Pa.

B.*SPECIAL REQUISITION.*

WOOLEN AND LINEN TROUSERS.

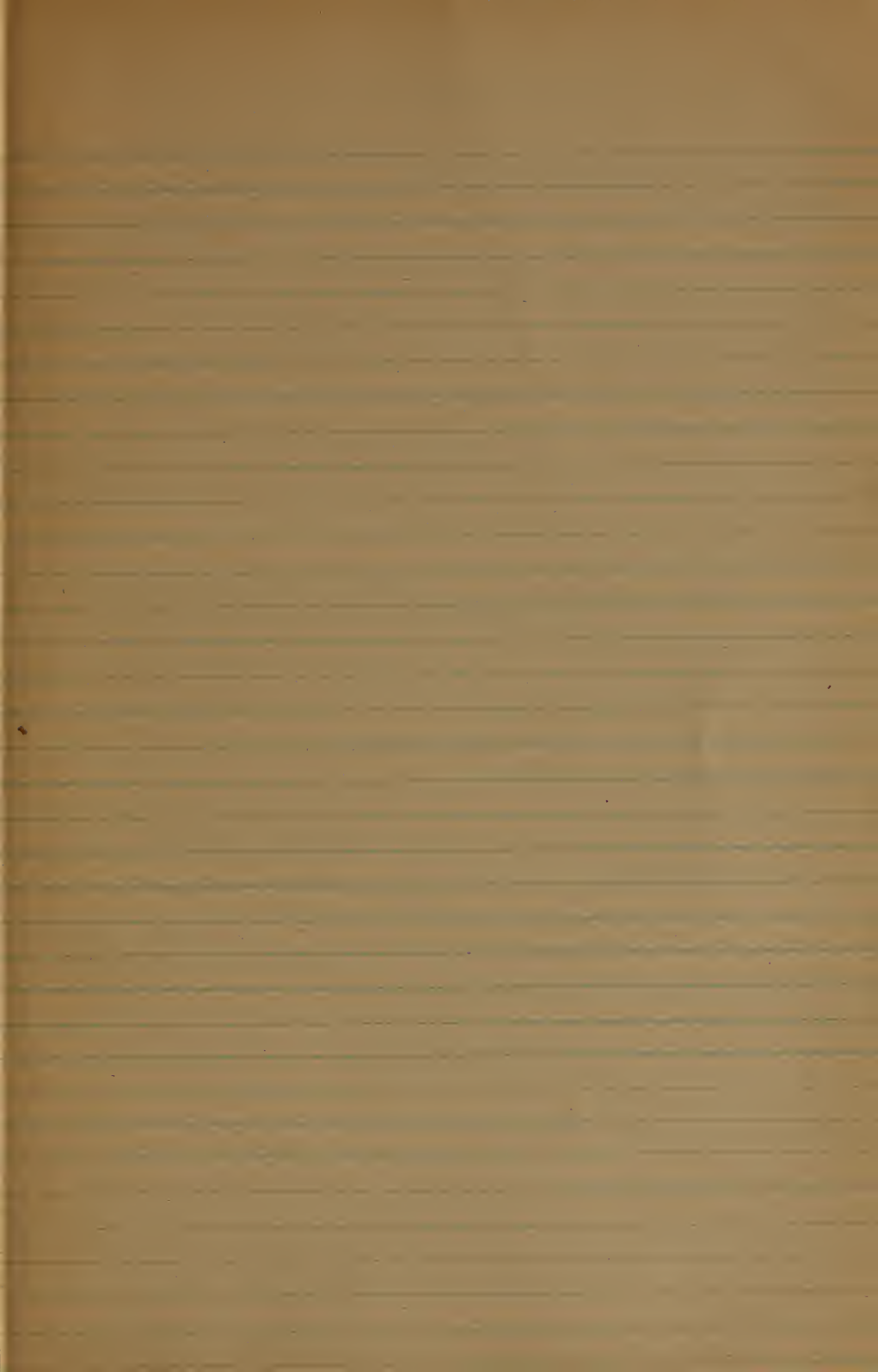
MARINE BARRACKS, _____,
 _____, 189-.

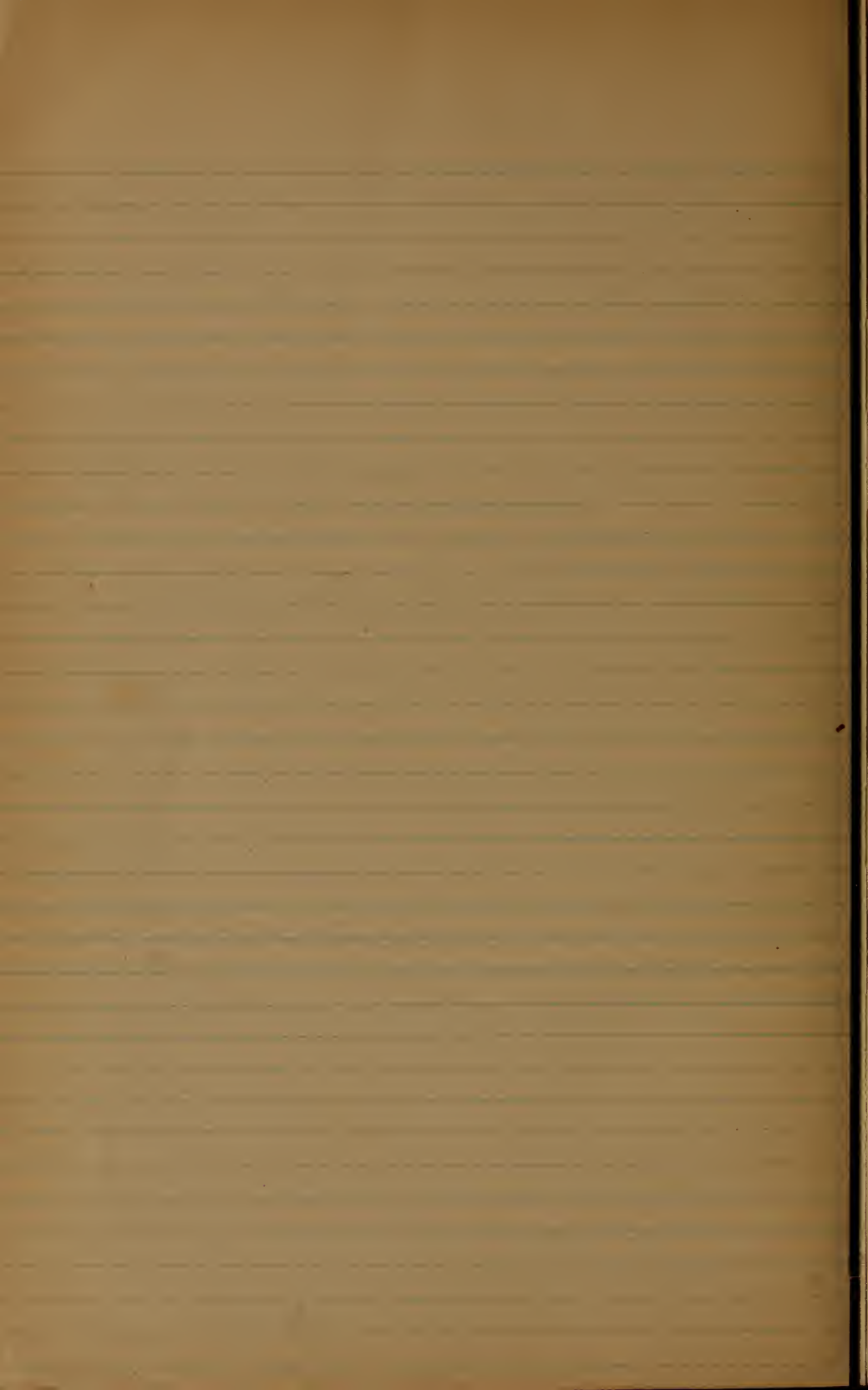
SIR: There is required for issue at this post one pair of _____ trousers,
 to be cut according to the following measurements, viz:

NAME.	RANK.	No.		Inches.
		1	Length outside seam from waist to bottom.
		2	Inside seam
		3	Around waist
		4	Around seat (largest part)....

_____,
 _____,

To Captain _____,
A. Q. M., U. S. M. C., Philadelphia, Pa.





C.

SPECIAL REQUISITION.

CANTON FLANNEL DRAWERS.

MARINE BARRACKS, _____, _____,
_____, _____, 189-.

SIR: There is required for issue at this post one pair of canton flannel drawers, to be cut according to the following measurements, viz:

NAME.	RANK.	No.		Inches.
		1	Length of leg outside of seam.
		2	Inside seam.
		3	Around waist.

_____, _____,
_____, _____,
_____, _____.

To Captain _____,
A. Q. M., U. S. M. C., Philadelphia, Pa.

D.*SPECIAL REQUISITION.*

FLANNEL SHIRTS.

MARINE BARRACKS, ———, ———,
————, ———, 189—.

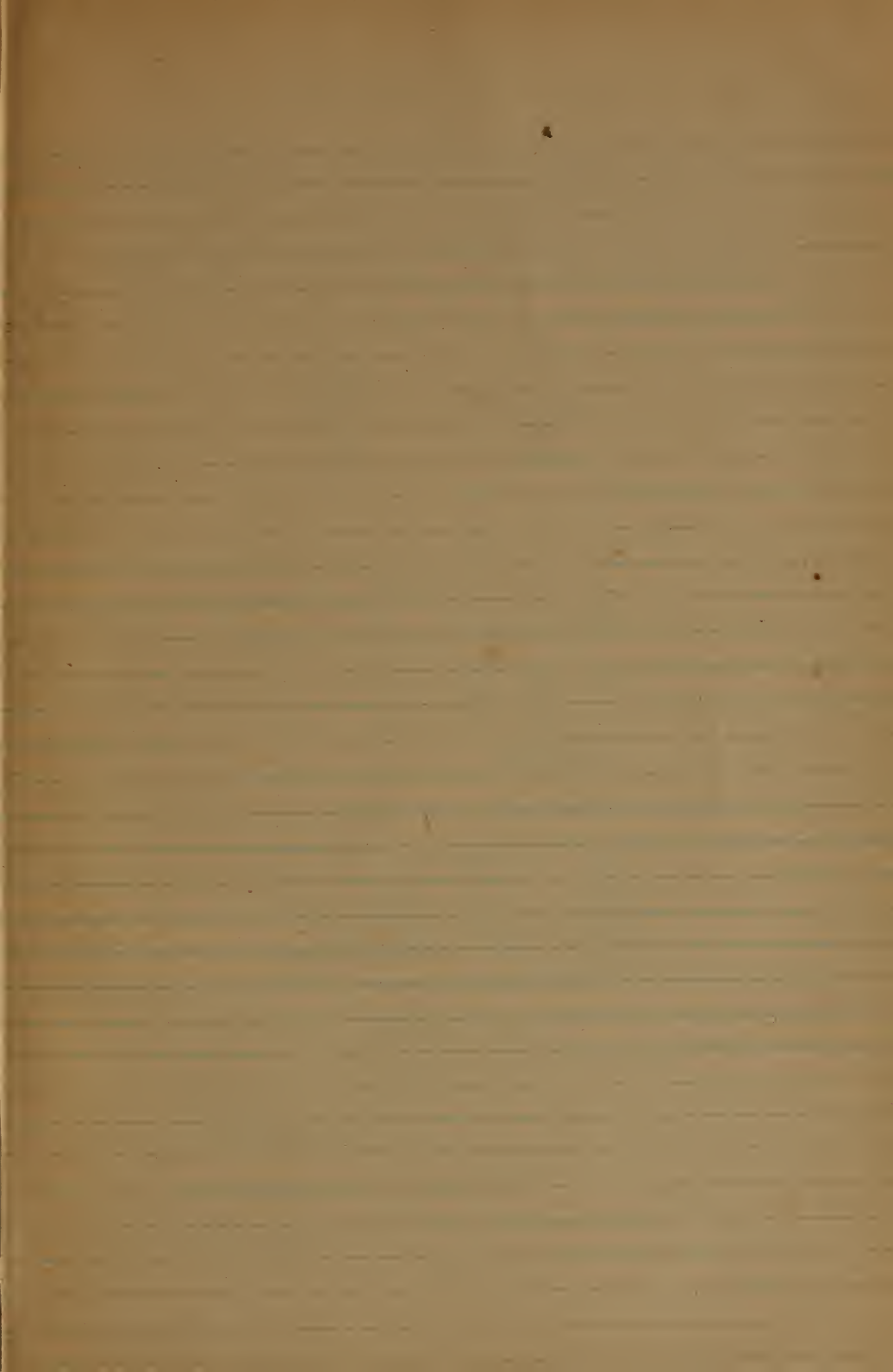
SIR: There is required for issue at this post one flannel shirt, to be cut according to the following measurements, viz:

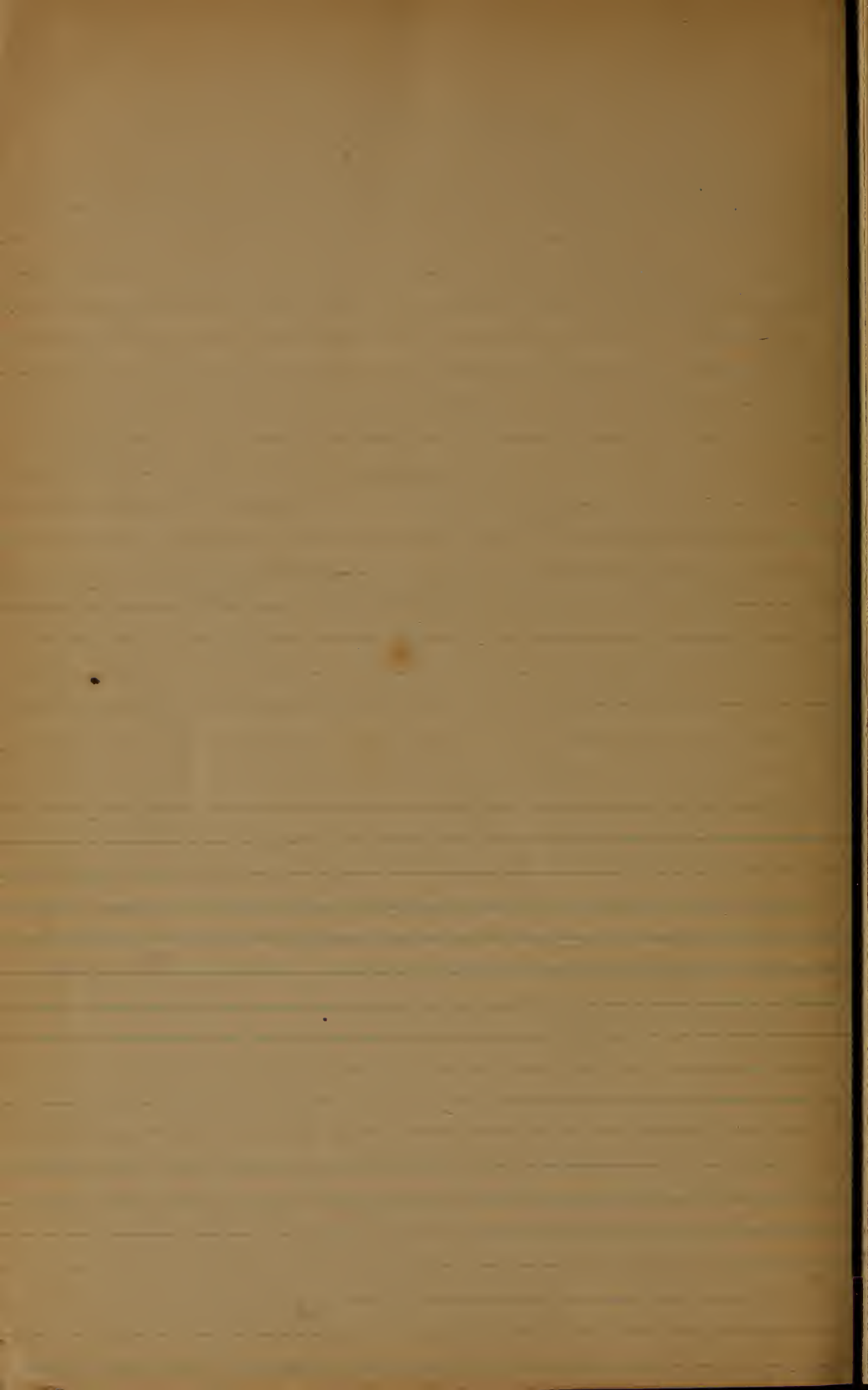
NAME.	RANK.	No.		Inches.
		1	Full length from base of collar
		2	Around the chest.....
		3	Length of sleeve.....
		4	Around the neck

————, ———,
————, ———,
————, ———,

To Captain ———,

A. Q. M., U. S. M. C., Philadelphia, Pa.





E.

DIRECTIONS FOR MEASURING FOR U. S. MARINE CLOTHING.

DIRECTIONS TO BE OBSERVED IN TAKING MEASUREMENTS FOR SPECIAL SIZES OF FULL-
DRESS COATS, UNDRRESS COATS, FATIGUE JACKETS, AND OVERCOATS.

Place the party to be measured in an upright and natural position, coat buttoned.

Place the tape-measure across the shoulders at base of collar, passing the ends over and around the arms and straight back across the center back seam, marking with chalk where the measure crosses said seam; also marking with chalk on each breast, on a line with the front of the arm, and in a direct line with the tape-measure as it touches the bottom of the arm-hole. Then take the measures in the order as indicated by the numbers 1, 2, 3, 4, etc.

The length of waist and skirt should be down the center back seam, commencing at base of collar.



- 1 Length from base of collar (A) to mark on back seam.....
- 2 Length from base of collar to waist B.....
- 3 Length of coat from base of collar to bottom of skirt C.....
- 4 Distance from center seam, base of collar, to mark in front of arm at bottom of arm-hole H.....
- 5 Distance from mark in front of arm-hole (H) to mark on center back seam.....
- 6 From mark to mark on breast, front of arms H H.....
- 7 Length of sleeves: From center back seam to seam E, on to elbow F, then on to G.....
- 8 Neck measure.....
- 9 Breast measure, around the chest at H.....
- 10 Waist measure, around the waist at I.....
- 11 Height of man.....

WOOLEN AND LINEN TROUSERS.

- 1 Length outside seam from waist to bottom, I to M.....
- 2 Inside seam, from crotch (N) to bottom.....
- 3 Around waist at I.....
- 4 Around seat (largest part) P.....

